

SANCTORUM COLLEGE OF EDUCATION

LALAD SOPORE



SELF APPRAISAL REPORT

For Submission to

NATIONAL ASSESSMENT AND ACCREDITATION
COUNCIL, (NAAC) BANGLORE



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VISION:

- To achieve excellence in Teacher Education
- By preparing teachers with scientific bent of mind, Problem solving capacities & properly trained to try innovative techniques of teaching and Evaluation.

Mission:

- To work for the Educational upliftment of backward areas.
- Train teachers who can inculcate in children spirit of Inquiry and scientific temper
- Teachers who are properly trained to make an optimum use of Educational Technology
- Prepare teachers with communicative and other skills

Values:-

- Promote humility, Equality, success and respect, strive for Excellence
- Contribute positively to our society
- Realize and respect potential

Executive Summary

Sanctorum college of Education is one of the premier teachers training Institutes of Education in the Private sector of the state of Jammu & Kashmir. The college is a unit of Sopore Educational Trust That has been established with an Objective of promoting Educational values among the public in general and students in particular without any discrimination of caste, colour and creed. The Trust is absolutely Non-political having links between the government recognized organizations, Institutions, departments and agencies that are pursuing the cause of achieving excellence in education.

The college made a modest beginning in the year 2005-06 in a very small building with only meagre facilities. The college is registered with the government of Jammu & Kashmir and is affiliated to The University of Kashmir. The college is administered strictly as per the rules and the regulations prescribed by the University of Kashmir. The recruitment of staff, fee structure, and salary to the employees is done as per the directions communicated from time to time by the University

Ever since its inception the college has very successfully managed all the batches and recorded constantly very good results in the examinations conducted by the university. Some of our students topped the B.Ed results and college has set a trend of good results. That is how university of Kashmir favored us by increasing the intake capacity.

Due to the selfless commitment of the college management, the college is now housed in a multistoried complex of its own which has land of more than 10 kannals. The college has established a computer Lab with internet facilities. In addition to this lab the college has class rooms that are as per specifications prescribed by NCTE & the University of Kashmir. It has set a few smart class rooms and an auditorium which has a capacity for organizing any mega event. The said auditorium continues to remain a hub of activities that are organized not only by the college but by the state government; University of Kashmir and other NGO's prefer to organize events like Teachers day, Seminars, and Symposiums.



Sanctorum College of Education is situated on the left side of Sopore Srinagar road about 45th Km from Srinagar, in a famous village 'LALAD' 500&300 Mts. away from the National highway & Railway station Amergrah Sopore respectively.



The college has managed to establish a Lab school which has more than 900 students on roll. The school is proving to be the biggest asset for the college because the trainees of the college get ample chances of trying innovative teaching techniques to test. The college now has a fleet of buses to provide transport facilities to students and staff on very nominal expenses.

The college has out of Campus separate hostel facilities for girls and boys. Transport facilities are provided to students. The college has enough of land to organize sports and other events.

The college has democratic and decentralized type of Administration. The college Administration is assisted by the committees that are annually constituted to extend support to the college administration in matters related to social activities, Examinations. Practice of Teaching, development of time table and few more. Due representation is given to the students in each and every committee for being the essential stakeholders of teaching learning process.

The students and staff are being encouraged to participate in co-curricular activities within and outside college. Some teachers are pursuing research projects for which assistance is given by the college. Teachers and trainees are given special leaves for participation in seminars, workshops or sports events.

The college has a committee for publications. College magazine is a very regular feature of its publications. The committee has documented number of events that has received appreciation from all quarters.

The Lab school of the college has earned a reputation of being one of the best schools in the sopore town (which is also called chota London)

Encouraged with the overall growth and development of the college, the management took a bold decision of applying for NAAC assessment and accreditation with an objective of knowing about the strengths and weak links of the college to better our efforts of achieving excellence in education.

The college has developed a very good rapport with practicing schools both in the private and government sector. Students are deputed for internship and for teaching practice strictly in accordance with the instructions and guidelines of



the university. The college supports some of these institutions by providing furniture and teaching aids. These schools in turn help our trainees by keeping an eye on the trainees during Practice of teaching. Besides our own supervision Heads of these institutions extend support to the trainees while they are conducting the classes and other activities during the Practice teaching Programme.



Educational Scenario of Jammu and Kashmir:-

The state of Jammu and Kashmir experienced very troubled time from early nineties that derailed the whole system of Education. There is a very positive change and things have started improving. We see that the number of working days in institution has increased considerably and the examinations are being conducted by the university, board and schools right on time.

The number of Schools in the private sector has gone up, which has prompted the state government to think of creating facilities for students and staff in government run institutions. The government has initiated number of initiative to bring new life in schools by training teachers in innovative techniques of teaching. A very good number of teacher training institutions have come up in the private sector to fulfill the requirement of training teachers not only of the state but also of the adjacent states. Even during the worst years of turmoil in Kashmir students from adjacent states came to the state to get trained.

The recent results in the university and Board examinations have started showing an upward trend. We see number of students from our state qualified the prestigious IAS/IPS Examinations. It is happening very regularly. Some of our sportspersons in different games achieved the distinction of representing the country.

The state government has now increased the duration of B.Ed course from one year to two years with an objective of bringing professionalism in teacher Education. The B.Ed courses of content have been revised and there is an effort to bring it at par with NCTE which is not otherwise applicable to the state of Jammu & Kashmir.

A few years we used to have only two universities in the state of Jammu & Kashmir. One in Jammu & other one in Srinagar. The number of universities has now gone up. We now have central University of Kashmir, Central University of Jammu, Islamic University of Science & Technology, Baba Ghulam Shah Bad shah University (BGSBU), Vaishnov Devi University. The State has two NIT's one in Srinagar and other one in Jammu. The University of Kashmir has established centers at Anantnag and Baramulla and so has the University of Jammu. The University of Kashmir to which our college is affiliated is a NAAC accredited Grade "A" university. It has introduced number of new courses and the quality of research at the university has shown qualitative improvement. The state government has initiated thinking of bringing changes in the current Educational policy. Interactions at different levels have already been started.

A very good number of colleges in the government sector have opted for NAAC assessment and accreditation. Some of the colleges have been accredited with prestigious Grade "A". It has encouraged the colleges Established in the private Sector to take the initiative of applying for NAAC assessment and accreditation, which is also an indicator that there is a qualitative improvement in the overall academic scenario of the state. But only sustained efforts can help us keep pace with the other developed states of the county. State government has started innovative initiatives for qualitative improvement of education in general and teacher education in particular. The B.Ed course from the current academic Session will be of two years duration instead of one. This will give trainees time to try out methods of teaching that are in tune with the requirement if the subjects.

A. Profile of the Institution

1. Name and address of the institution:

**SANCTORUM COLLEGE OF EDUCATION, NATIONAL HIGHWAY LALAD
SOPORE DISTT. BARAMULLA, STATE JAMMU & KASHMIR INDIA**

2. Website URL

www.sanctorumcollege.com

3. For communication:

Office

Name	Telephone Number with STD Code	Fax No	E-Mail Address
Head/Principal (Mr. G R Sofi)	01954293538	01954-293538	Sps_sce@rediffmail.com
Vice-Principal (Mr. G A Mir)	09596342048	----	----
Self - appraisal Co-ordinator (Ms. Sayema Shaban)	07298123881	----	Peer.saimashaban@gmail.com

Residence

Name	Telephone Number with STD Code	Mobile Number
Head/Principal (Gousia Colony Azad Gunj Baramulla)	-----	09419039612, 09797849000
Vice-Principal (Kanli Bagh Baramulla)	-----	09596342048
Self - appraisal Co-ordinator (Seelu Sopore)	-----	07298123881

4. Location of the Institution:

Urban ☐ Semi-urban ☐ Rural ☒ Tribal ☐

Any other (specify and indicate) ☐

5. Campus area in acres:

1.394 acres

6. Is it a recognized minority institution?

Yes

☒

No

☐

7. Date of establishment of the institution:

Month & Year

MM	YYYY
24th July	2006

8. University/Board to which the institution is affiliated:

THE UNIVERSITY OF KASHMIR

9. Details of UGC recognition under sections 2(f) and 12(B) of the UGC Act.

Month & Year

2f

MM	YYYY
12	2009

Month & Year

12B

MM	YYYY
X	X

10. Type of Institution

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. IASE

☐

iii. Autonomous College

☐

iv. Affiliated College

☒

v. Constituent College

☐

vi. Dept. of Education of Composite
College

☐

vii. CTE

☐

Viii. 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		
				Diploma		
				Degree		
iii)	Secondary/ Sr. secondary			Certificate		
				Diploma		
				Degree		
iv.	Post Graduate			Diploma		
				Degree		
v.	UG			Certificate		
				Diploma		
		B.ED	Graduation with 45% Marks	Degree	01 Year	English, Hindi

NOTE:- The University of Kashmir has very recently changed the duration of the course to two (02) years from the current session. The current batch has a course of two years duration.

13. Give details of NCTE recognition (for each programme mentioned in Q.12 above)

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

NCTE is not applicable to the state of Jammu and kashmir.

B) Criterion-wise inputs

Criterion I: Curricular Aspects

1. Does the Institution have a stated Vision

Yes	√	No	
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Mission

Yes	√	No	
-----	---	----	--

Values

Yes	√	No	
-----	---	----	--

Objectives

Yes	√	No	
-----	---	----	--

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

Yes	√	No	
-----	---	----	--

If yes,

- a) How many programmes?

01

- b) Fee charged per programme

Rs. 31600

NOTE: - Fee is charged as is prescribed by the University of Kashmir from time to time. There are no deviations. The college in fact gives concessions to some deserving students.

3. Are there programmes with semester system

NO

The semester system has been introduced from the current session

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

Yes	√	No	
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If yes, how many faculty are on the various curriculum development/vision committees/boards of universities/regulating authority.

The University of Kashmir collects feedback from all the colleges. The university authorities effect changes in curriculum on the basis of this feedback. No teacher from private college is involved in curriculum development Board of the University

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

D.Ed.	
B.Ed.	√
M.Ed. (Full Time)	
M.Ed. (Part Time)	
Any other (specify and indicate)	

6. Are there Programmes offered in modular form

Yes		No	√
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Number	
--------	--

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

Yes	√	No	
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Number	02
--------	----

8. Are there Programmes with faculty exchange/visiting faculty

Yes	√	No	
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Number	05
--------	----

The college organizes series of lectures under faculty exchange programme. This is done with premier institutes of the state like Kashmir University, Govt. College of Education Srinagar, SIE.

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

- Heads of practice teaching schools
- Academic peers
- Alumni
- Students
- Employers

Yes	√	No	
Yes	√	No	
Yes	√	No	
Yes	√	No	
Yes	√	No	

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

Atleast 2 Years

For the introduction of new programme the college has to seek permission from the state government before applying to the University for Affiliation

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

Yes		No	√
-----	--	----	---

Number	
--------	--

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

Yes	√	No	
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Number	
--------	--

Changes in the syllabus of the core and other subjects were done by the university very recently. It happened recently because the duration of the course was extended by one year.

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

Yes ☒ No ☐

The college prepares an active plan for the academic year & follows the same.

13. 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 | <input type="checkbox"/> |
| b) Common entrance test conducted by the University/Government | <input type="checkbox"/> |
| c) Through an interview | <input type="checkbox"/> |
| d) Entrance test and interview | <input type="checkbox"/> |
| e) Merit at the qualifying examination | <input checked="" type="checkbox"/> |
| f) Any other (specify and indicate) | <input type="checkbox"/> |

NOTE: - The selection is done by the University of Kashmir

(If more than one method is followed, kindly specify the weightages)

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

- | | |
|---|----------------------|
| a) Date of start of the academic year | 01 sept. 2014 |
| b) Date of last admission | 30 Nov. 2014 |
| c) Date of closing of the academic year | August 2015 |
| d) Total teaching days | 220 |
| e) Total working days | 260 |

3. Total number of students admitted

Programme	Number of students			Reserved			Open		
	M	F	Total	M	F	Total	M	F	Total
D.Ed.	X	X	X	X	X	X	X	X	X
B.Ed.	171	171	342	13	10	23	158	160	318
M.Ed. (Full Time)	X	X	X	X	X	X	X	X	X
M.Ed. (Part Time)	X	X	X	X	X	X	X	X	X

4. Are there any overseas students?

Yes		No	√
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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

17700.00

b) Unit cost including salary component

31400.00

*(Please provide the unit cost for each of the programme offered by the institution as 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

Programmes	Open		Reserved	
	Highest (%)	Lowest (%)	Highest (%)	Lowest (%)
D.Ed.				
B.Ed.		45%		40%
M.Ed. (Full Time)				
M.Ed. (Part Time)				

NOTE:- The university of Kashmir has increased the Lower percentage of marks at the qualifying examination from 45% to 50% in case of Open merit and from 40% to 45% in case of reserved category from current academic session.

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)

Programmes	Theory	Practice Teaching	Practicum
D.Ed.	X	X	X
B.Ed.	75%	13%	12%
M.Ed. (Full Time)	X	X	X
M.Ed. (Part Time)	X	X	X

8. Pre-practice teaching at the institution

a) Number of pre-practice teaching days

30	Day
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b) Minimum number of pre-practice teaching lessons given by each student

11	Lessons
-----------	----------------

9. Practice Teaching at School

a) Number of schools identified for practice teaching

12 to 15 schools

b) Total number of practice teaching days

15 days

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

32 lessons

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

No. of Lessons In simulation

No. 04

No. of Lessons Pre-practice teaching

No. 04

11. Is the scheme of evaluation made known to students at the beginning of the academic session?

Yes ☒ No ☐

12. Does the institution provide for continuous evaluation?

Yes ☒ No ☐

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

Programmes	Internal	External
D.Ed.	X	X
B.Ed.	20%	80%
M.Ed. (Full Time)	X	X
M.Ed. (Part Time)	X	X

Annual examinations are conducted by the University of Kashmir.

14. Examinations

a) Number of sessional tests held for each paper

b) Number of assignments for each paper

15. Access to ICT (Information and Communication Technology) and technology.

	Yes	No
Computers	✓	
Intranet	✓	
Internet	✓	
Software / courseware (CDs)	✓	
Audio resources	✓	
Video resources	✓	
Teaching Aids and other related materials	✓	
Any other (specify and indicate)		

The college has a very well equipped computer Lab with Internet Facilities

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

Yes	✓	No	
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Number	01
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19. Does the institution offer computer science as a subject?

Yes	✓	No	
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If yes, is it offered as a compulsory or optional paper?

Compulsory	<input type="checkbox"/>	Optional	<input checked="" type="checkbox"/>
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Criterion III:

Research, Consultancy and Extension

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

Number	2	%age	9
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The college has tied up with two teachers with Ph.D qualification. They deliver lectures occasionally for B.Ed students. They will join the college, after the college starts M.Ed course

2. Does the Institution have ongoing research projects?

Yes	✓	No	
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If yes, provide the following details on the ongoing research Projects

Funding agency	Amount (Rs)	Duration (years)	Collaboration, if any
College Unit	6000	3 Months	Department of School Education
College Unit	5000	3Months	Department of School Education
College Unit	5000	2 Months	Department of School Education

(Additional rows/columns may be inserted as per the requirement)

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

02

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	✓		02
National journals – referred papers	✓		02
Non referred papers			
Academic articles in reputed magazines/news papers	✓		01
Books	X		X
Any other (specify and indicate) One of the member of our managing committee has authored two books on science			College Magazines- A good number of Articles in magazines

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

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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Number	03
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10. Number of papers presented by the faculty and students (during last five years):

	Faculty	Students
National seminars	01	X
International seminars	X	X
Any other academic forum	X	X

NOTE:-One of the faculty members of the college unit has presented a paper during 9th Jammu & Kashmir Science congress at the University of Kashmir.

11. What types of instructional materials have been developed by the institution?

(Mark '✓' for yes and 'X' for No.)

Self-instructional materials

☒

Print materials

☒

Non-print materials (e.g. Teaching

Aids/audio-visual, multimedia, etc.)

☒

Digitalized (Computer aided instructional materials)

☐

Question bank

☒

Any other (specify and indicate)

☐

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

Yes

☒

No

☐

If yes, indicate the nature of the post.

Full-time

☐

Part-time

☐

Additional charge

☒

- **Coordinator, IQAC organizes extensive activities for the college**
- **Activities within and outside the college on sensitive issues are organized.**

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

☐

The college faculty gives academic inputs mainly by conducting demonstration lessons in practicing schools and also facilitates the conduct of awareness programmes in collaborations with different organizations.

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

03

The college organizes teachers day, plantation day, Medical campus, Environment work etc. It is done in collaboration with different organizations.

16. Does the institution provide consultancy services?

Yes

☐

No

☒

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

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

Local level	✓
State level	✓
National level	
International level	

Criterion IV:

Infrastructure and Learning Resources

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

759.81 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 lab	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?

50,000

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

3.75 lacs

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

1,11,845.55

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

6.00 lac

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

Yes

☒

No

☐

9. Total number of posts sanctioned

Open

Reserved

Teaching

Non-teaching

M	F	M	F
N.A	N.A	N.A	N.A
N.A	N.A	N.A	N.A

10. Total number of posts vacant

Open

Reserved

Teaching

Non-teaching

M	F	M	F
X	03	X	X
X	X	X	X

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

Open

Reserved

Lecturers

Readers

Professors

M	F	M	F
03	10	X	X
M	F	M	F
X	X	X	X
M	F	M	F
X	X	X	X

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

	Open		Reserved	
Lecturers	M	F	M	F
	01	05	X	X
Readers	M	F	M	F
	X	X	X	X
Professors	M	F	M	F
	X	X	X	X

NOTE: - The College also has two temporary male teachers with Ph.D. They will be confirmed after the introduction of M.Ed in the college.

c. Number of teachers from same state
Other states

19+2
NIL

12. Teacher student ratio (program-wise)

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

13. a. Non-teaching staff

	Open		Reserved	
Permanent	M	F	M	F
	04	01	X	X

Temporary	M	F	M	F
	05	02	X	X

b. Technical Assistants

Permanent	M	F	M	F
	01	02	X	X

Temporary	M	F	M	F
	X	X	X	X

14. Ratio of Teaching – non-teaching staff

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

Statement attached

16. Is there an advisory committee for the library?

Yes

☒

No

☐

The college has a Library Committee headed by one of the Faculty member. The committee recommends the purchase of books and periodicals and maintains its activities.

17. Working hours of the Library

On working days

06 hours

On holidays

NIL

During examinations

08 hours

18. Does the library have an Open access facility

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

19. Total collection of the following in the library

a. Books

4208

- Textbooks

3723

- Reference books

485

b. Magazines

30

e. Journals subscribed

04

- Indian journals

14

- Foreign journals

X

f. Peer reviewed journals

02

g. Back volumes of journals

14

h. E-information resources

- Online journals/ e-journals

✓

- CDs/ DVDs

✓

- Databases

✓

- Video Cassettes

✓

- Audio Cassettes

X

20. Mention the

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

55.8 sq. mts

Seating capacity of the Reading room

32

21. Status of automation of Library

Yet to intimate

☐

Partially automated

☒

Fully automated

☐

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

Circulation	<input checked="" type="checkbox"/>
Clipping	<input type="checkbox" value="X"/>
Bibliographic compilation	<input checked="" type="checkbox"/>
Reference	<input checked="" type="checkbox"/>
Information display and notification	<input checked="" type="checkbox"/>
Book Bank	<input checked="" type="checkbox"/>
Photocopying	<input checked="" type="checkbox"/>
Computer and Printer	<input checked="" type="checkbox"/>
Internet	<input checked="" type="checkbox"/>
Online access facility	<input checked="" type="checkbox"/>
Inter-library borrowing	<input type="checkbox"/>
Power back up	<input checked="" type="checkbox"/>
User orientation /information literacy	<input checked="" type="checkbox"/>
Any other (please specifies and indicates)	<input type="checkbox"/>

23. Are students allowed to retain books for examinations?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

24. Furnish information on the following

Average number of books issued/returned per day

40

Maximum number of day's books are permitted to be retained

By students

15 days

By faculty

15 days

Maximum number of books permitted for issue

For students

03

For faculty

03

Average number of users who visited/consulted per month

200

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

2:1

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

5%

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

	I		II		III	
	Number	Total cost (in Rs.)	Number	Total cost (in Rs.)	Number	Total cost (in Rs.)
Text books	168	84840	32	28752	103	108275
Other books	08	2275	05	1500	16	32000
Journals/ Periodicals					03	NIL
Any others specify and indicate						
(Additional rows/columns may be inserted as per requirement)						

Criterion V:

Student Support and Progression

1. Programme wise “dropout rate” for the last three batches

Programmes	Year 1	Year 2	Year 3
D.Ed.			
B.Ed.	Nil	Nil	Nil
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?

20

3. Does the institution offer Remedial instruction?

Yes	✓	No	
-----	---	----	--

The college organizes remedial classes if and when required.

4. Does the institution offer Bridge courses?

Yes		No	✓
-----	--	----	---

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

	UG			PG			M. Phil		
	I (2012-13)	II (2012-13)	III (2013-14)	I	II	III	I	II	III
Pass percentage	70%	81%	72.39%						
Number of first classes	92	44	10						
Number of distinctions	37	71	105						
Exemplary performances (Gold Medal and university ranks)	NIL	NIL	01						

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

	I	II	III
NET	N.A	N.A	N.A
SLET/SET	N.A	N.A	N.A
Any other (specify and indicate)	N.A	N.A	N.A

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

Financial Aid	I	II	III
Merit Scholarship	X	X	X
Merit-cum-means scholarship	25	18	34
Fee concession	X	X	X
Loan facilities	X	X	X
Any other specify and indicate	X	X	X

(Additional rows may be inserted as per requirement)

Financial aid is given to the students for which a separate record is maintained by the college. The college also facilitates students to fill up forms & other information for Minority welfare scholarship which is provided to them by Central government

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

53

Women

67

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

Sports fields

Yes	✓	No	
-----	---	----	--

Indoor sports facilities

Yes	✓	No	
-----	---	----	--

Gymnasium

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	✓		02	✓		2
Inter-university	X	X	X	X	X	X
National	X	X	X	X	X	X
Any other (specify and indicate)	X	X	X	X	X	X

(Excluding college day celebration, the cultural events are organized once in a while by the college. It remains a regular feature of the time table.)

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	X	X
Regional	X	X
National	X	X
International	X	X

18. Does the institution have an active Alumni Association?

Yes	✓	No	
-----	---	----	--

If yes, give the year of establishment

2013

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

☐

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

	Year 1 (%)	Year 2 (%)	Year 3 (%)
Higher studies	DATA NOT AVAILABLE		
Employment (Total)			
Teaching			
Non teaching			

23. Is there a placement cell in the institution?

Yes

☒

No

☐

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

1	2	3
NIL	01	02

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

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

The College provides employment information by keeping Job oriented literature available, which is connected by the counseling cell of college from the leading Newspapers and other informative bulletins.

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

☐

The college is administered by the various committees under the able guidance of the principal. IQAC has been established in the year 2013, which monitors all the important parameters of the academic calendar.

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

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

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 type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

Other (specify and indicate)

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	--------------------------	----	-------------------------------------

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

	NONE	
--	-------------	--

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

04

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

National

X		
---	--	--

International

X		
---	--	--

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

X		
---	--	--

Teachers are encouraged to attend programmes organized by the university and colleges under the faculty exchange programme.

- d. Number of Seminars/ workshops/symposia on Curricular development,

Teaching- learning, Assessment, etc. organised by the institution

Once a month

- e. Research development programmes attended by the faculty

None

- f. Invited/endowment lectures at the institution

03 to 05 a year

Any other area (specify the programme and indicate)

--	--	--

How does the institution monitor the performance of the teaching and 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	
-----	--	----	--

The institution has an IQAC & other committees in place to monitor the performance of teaching and non teaching staff.

7. Are the faculty assigned additional administrative work?

Yes	✓	No	
-----	---	----	--

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

Average one hour per day

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

Grant-in-aid

X

Fees

✓

Donation

X

Self-funded courses

X

Any other (specify and indicate)

--

9. Expenditure statement (for last two years)

	2013	2014
Total sanctioned Budget	S	S
% spent on the salary of faculty	T	T
% spent on the salary of non-teaching employees	A	A
% spent on books and journals	T	T
% spent on developmental activities (expansion of building)	E	E
% spent on telephone, electricity and water	M	M
% spent on maintenance of building, sports facilities, hostels, residential complex and student amenities, etc.	E	E
% spent on maintenance of equipment, teaching aids, contingency etc.	N	N
% spent on research and scholarship (seminars, conferences, faculty development programs, faculty exchange, etc.)	T	A
% spent on travel	T	T
Any other (specify and indicate)	A	A
Total expenditure incurred	C	C
	H	H
	E	E
	D	D

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

	Surplus in Rs.	Deficit in Rs.
2013	306124.25	
2014		491651.15
2015	Statement attached	

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 checked="" type="checkbox"/>	No	<input type="checkbox"/>
Finance	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Student Records	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Career Counselling	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Aptitude Testing	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Examinations/Evaluation/ Assessment	Yes	<input checked="" 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

☐

Different committees are in place to coordinate and monitor the links between the units of the college

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

Yes

☒

No

☐

The has constituted committees to keep an eye on quality parameters of the Non teaching as well as Teaching staff

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

☒

b) for students

☒

c) for non - teaching staff

☒

19. Are there any ongoing 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 has 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	10		08	
B	ST				
C	OBC	03		02	
D	Physically challenged				
E	General Category	165		154	
F	Rural				
G	Urban				
H	Any other (specify)				

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

	Category	Teaching staff	%	Non-teaching staff	%
a	SC	NIL		NIL	
b	ST	NIL		NIL	
c	OBC	NIL		NIL	
d	Women	NIL		NIL	
e	Physically challenged	NIL		NIL	
f	General Category	All the staff members belong to the General Category			
g	Any other (specify)				

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 (2012-13)	Batch II (2013-14)	Batch I	Batch II
SC	Nil	18	Nil	18
ST				
OBC	02	05	02	05
Physically challenged	Nil	Nil	Nil	Nil
General Category	255	151	255	151
Rural				
Urban				
RBA	01			

Criterion I: Curricular Aspects

1.1 Curricular Design and Development

1. The institution has an objective of producing trained skillful teachers with problem solving capacity. The regulatory body has designed a curriculum keeping in view the ecological, environmental issues, global demands, and community aspirations.
2. The institute does not have a direct role in the development of curriculum. It is devised and designated by the regulatory body. We just provide the desired feedback to the regulatory body.
3. The curriculum is designed keeping in view the latest trends at the national and international Level. Computer Education, Environmental Education, Educational Technology, Population Education are some of the courses that have been introduced to meet out the global challenges.
4. The institution provides the free option to the students for choosing the subject of interest from the optional papers listed by the regulatory body.
5. The institution does not make adequate use of ICT for curriculum planning

1.2 Academic Flexibility

1. In addition to the experience of Micro-teaching, simulation teaching the institutions try innovative techniques and give freedom to faculty and trainees to try innovative techniques in well defined practice Teaching programme.
2. The curriculum offered at the B.Ed level has two parts. One is the fundamental and other one is optional.

The students have to compulsorily pursue the fundamental papers. In addition to that the students have the option of choosing the two teaching subjects as per the given and prescribed combination recommended by the regulatory body. Teachers have freedom to opt for an optional paper. The institution strictly follows the guidelines of the university while organizing teaching practice in practicing schools and also at the institutional level by following the time table for internship and micro-teaching
3. Some valued added courses form a part of curriculum like computer Education, Value Education, Special Education, Population Education. These Courses provide lot of opportunity to students to inculcate in them sensitivity about the challenges of the country.

4. I. A good number of areas are covered by the subjects offered at B.Ed level. Theories & principles of Education, Psychology of Learning & Development, development of Education system In India & Instructional Technology makes the curriculum multi-disciplinary.
 - ii. The curriculum ensures development of multiple skills of teaching through a well structured programme of Micro-teaching in theory as well as practical.
 - iii. The inclusive Education is taught in classrooms while conducting lectures on morals and values. Adequate opportunities are given to students to use the lab schools for the practical purposes.
 - iv. The institution organizes a well structured programme for practice of teaching. It has components:
 - a. Activity oriented classes by the subject experts
 - b. Internship (Practice)
 - c. Microteaching (Demonstrations/Lessons by faculty & Trainees)
 - d. Rigorous drill of Microteaching
 - e. Model Lessons by faculty
 - f. Teachers are deputed to practicing schools. The college faculty supervises these programmes and collects the feedback to initiate remedial activity at the desired level.
 - v. It is already replied

1.3 Feedback on Curriculum:

1. A process has been initiated by the college to get the feedback from all the stakeholders with respect to the curriculum which will be communicated to the regulatory bodies
2. The college does not enjoy the freedom to change the curriculum. It can atleast give recommendation to the regulatory bodies.
3. The changes in the curriculum are finally done by the regulatory body on the basis of feedback from different institutions and stakeholders.

1.4 Curriculum Update :

1. Lot of changes over the years have been made that include the introduction of Micro-teaching, Updating existing courses of content and also very recently the duration of the course has been enhanced to two years.

2. Already replied

1.5 Best practices in curricular Aspects:

1. All the human and material resources are made available to students while conducting the course efficiently. Lot of emphasis is given on practical aspect of the course.
2. The College is known for its traditions and healthy practices like, internal Quality Assurance Cell, Community related programmes, Welcome party/ Cultural show, Students Council, Grievance Redressal, and Scholarship & Fee Concessions

Criterion II: Teaching-Learning and Evaluation

2.1 Admission Process and Student Profile

1. Regulatory body administers the process of B.Ed admissions and is done on the basis of qualifying examinations (Min. Graduation) 70% of seats are for locals and 30% for non Locals
2. It is the regulatory body that gives due publicity for admissions to the course through print and electronic media. The university gives all the information with regard to the course (Fee structure, Duration, prospects etc. and information about affiliated colleges)
3. No role for colleges in admission
4. Admission is given shape by the University of Kashmir which is the regulatory body
5. At the outset before the commencement of teaching programme an orientation course is organized to familiarize the students about the parameters and objectives of the course.

2.2 Catering to Diverse Needs

1. The needs of the students are taken care at group levels and as well as at the individual level. The institution has increased facilities for students and the atmosphere of the college is a student friendly relation.
2. Students are guided in groups at times at individual levels (in case of any exception as per the requirements) to meet out their requirements
3. Role of diversity and equity in teaching learning process is taken care in the curriculum designed by the regulatory body for the course.
4. The institution has an inbuilt evaluative system in place to monitor the performance of faculty members. Feedback from students is collected by organizing informal interactions and filling up of questionnaires devised by the faculty for said purpose. CCTV is also in place to keep an eye on punctuality and regularity and ensure that optimum time is given to teaching learning process by the teaching faculty and trainees
5. The institute besides organizing the teaching practice in practicing schools has a time table in place for the trainees to try their hand in teaching at the Lab school of the college. Knowledge, Development of skills

2.3 Teaching Learning Process:-

1. Each faculty is allotted a group of 15 students & they are given the assignments which are to be completed in fixed period of time. The faculty members meet the students belonging to their respective groups on weekly basis to check their performance and provide guidance what so ever is needed.
2. Learning is made student centered by organizing Debates, Discussions, Seminars and conferences in the institution. Besides these activities supervised study is another regular activity of the Institution and the students are encouraged to reviewing of books and other reading material. The Institution has a workshop where the students and the teachers work together to develop the teaching Aids which is the step towards the skill development among the students.
3. After giving the theoretical concepts of various teaching approaches, the student teachers are provided the situation/problems to be solved with these teaching approaches. The students are acquainted with all the approaches prescribed in the syllabus and the approaches are practiced in simulated conditions to provide the useful experience for ensuring effective learning.
4. The institution does not have any provision for additional training in modal of teaching.
5. Yes, the student teachers use micro-teaching technique for developing teaching skills. The skills practiced are skill of stimulus variation, skill of reinforcement, Skill of set induction, skill of probing questions. After going through the knowledge acquisition face of the micro-teaching each student delivers at least three micro lessons on each skill. Besides these skills the institution provides the orientation about the other teaching skills and sometimes they are also practiced.
6. The students are sent to practice teaching schools for delivering the lessons under the supervision of the faculty members besides engaging the Headmaster of the school for the Job supervision. Every student delivers two supervised lessons per day & necessary guidance is provided to the students for delivering the lessons effectively. The feedback is given to the students in the form of remarks by the supervisor.
7. Process of internship goes side by side with the practice of teaching. In the internship the deputed faculty member and the Headmaster gives instructions to the student teachers how to maintain various types of school records and how to organize and execute the various school activities. Besides providing the guidance they are also given practical exposure of these activities and the students maintain a record of all the activities done during internship in the form a file (Internship File)
8. Yes the practice teaching sessions are co-operatively organized by concerned staff member and the school staff so as to make a bipolar process. Both of them fix the time table, allot the content to be taught and provide the necessary guidance regarding the teaching learning process and jointly provide necessary guidance to

the teaching process and jointly provide the remedy to the problems and difficulties of the student teachers.

9. Before the practice teaching sessions, the college organizes a series of general lectures and demonstration lessons in which care is taken of the diverse needs of students in the schools.
10. Practical portion of the curriculum has a component carrying some weight age for using Audio-visual Aids in practice teaching programme

2.4 Teacher Quality

1. The ratio of student teachers to identified practice teaching is 15:1, the clusters of the students are made on the basis of their residential areas. The schools in these areas are identified preferring central location of the students in a cluster. The schools are identified as per requirement keeping in view the condition of the school, availability of infrastructure, student enrollment and the area of residence of the supervisor.
2. One faculty member is deputed to supervise the lessons delivered by the students belonging to a particular cluster. He/ She provide necessary guidance to the student-teachers and watch their lessons individually in the actual class room situation. Lesson plans prepared by the pupil teachers are checked by the supervisor, whenever there is need of improvement, it is pointed out to him/her in the lesson plan in clear and specific terms. The feedback is given to the students in the form of remarks which act as guidance for the pupil teachers.
3. The schedule of practice teaching of pupil teachers is prepared by the school administration. However the deputed faculty member is taken into confidence while preparing the schedule. The student teachers have to follow the time table.
4. Institution remains in close touch with school education department regarding the revision/change in syllabus of various school subjects to develop the mechanism to meet out challenges for last many years. No change has been seen in school subjects for last many years. The institution has preserved all the textbooks recommended by the J&K BOSE for different classes. The content of these subjects and the teaching methodologies for teaching these subjects is a bipolar process of the institution. As per the B.Ed curriculum, the students are imparted instructions regarding both the content and methodology to teach that content.

5. Whenever the university organizes a training programme, seminars, conferences, workshops etc. the affiliated colleges are invited to participate. The institution not only deputed its faculty members for participation but also provides financial support for organizing such programmes.
6. The institution encourages the teaching faculty to undergo for different professional courses for which study leaves are being sanctioned.
7. NO

2.5 Evaluation Process and Reforms

1. The barriers and the problems of the students are identified and reflected by the feedback mechanism and are communicated to the head of the institution and then discussed by the concerned committee for redressal.
2. Faculty members are given freedom to choose the device of testing for making continuous (Internal) assessment of the students. Usually faculty members conduct class tests after completion of each unit. Besides these class tests, assignments are also given to the students for internal assessment purposes. However, Institution issues a schedule for midterm examination, but this also conducted by the teacher concerned. A record is maintained by the faculty members and the students are acquainted with their performances so that remedies can be provided to the students. External examination is conducted by the University for both Theory and practice after completion of the session.
3. Already answered in 2.5.2
4. The awards given by teachers are compiled by the examination committee and then fed to the computer for easy access. The finalized internal evaluation report is communicated to the university.

2.6 Best Practices in Teaching -Learning and Evaluation Process

1. For developing the students at individual level, the students are divided into groups called tutorial groups. One faculty member is allotted to each group. The students are given assignments and are also asked to prepare book reviews/reviews of Journals/Newspapers. This is done for developing reading

habit and Learning taste among the students. The students are guided for the effective use of library and electronic resources of the institution by the concerned teacher. The activity of supervised study is also in force.

2. The college organizes number of discourses to discuss the use of technology in day to day curriculum transactions in the college. Teachers make an optimum use of technology, audio-visual aids and other gadgets to make the programme practical oriented. A package of model lessons by the teachers on staff and some experts from other institutions is organized to train teachers for developing plans on micro and macro Lessons.

Criterion III: Research, Consultancy and Extension

3.1 Promotion of Research

1. The Institution has no provision of financial aid for the teachers who want to take up the research. There is a provision for study leave & teaching arrangements.
2. Some research Projects recently taken up. We expect more projects is coming days.
3. No research work is conducted.
4. Some of our faculty members attended seminar on right to information organized by the University of Kashmir .One of our faculty member is also deputed to participate in the workshop sponsored by NAAC and one of our faculty member also attended four days workshop on women empowerment , both were organized by Sanctorum College of Education, Lalad Sopore.

3.2. Research and Publication Outputs:

1. Some of our Faculty members develop material for instruction as transparencies and encourage students to developed teaching aids which are utilized by students during Practice Teaching .The College library comprises of good number of reference books which can be used by the faculty members for developing the instructional material. The Institution is also having internet facility where from the required information can be downloaded. Besides these Facilities College is having a workshop for the preparation of teaching aids.
2. The college has rich library resource and Internet facilities and the teachers and trainees have free access at their will to download any information or Instructional material.
3. No, Institution has not developed any ICT/Technology related instructional material.

4. Programmes are organized by the institution for the development of instructional material as discussed in 3.2.1.

5. No.

6. No.

7. No.

3.3 Consultancy

1. There is no provision in the institution for consultancy purposes but however we have established a guidance counseling cell that provides placement information to the trainings.

2. There are good numbers of teachers who are capable to do the consultancy service, once this institute starts the programme.

3. No Provision in the Institution.

4. No Provision in the Institution.

3.4 Extension Activities

1. Two Schools functioning in the local area are used by the institution as lab schools. A close rapport with these schools for their infrastructural and academic developments is ensured. In 2008-2009, the institution managed to provide white boards and black boards, dusters, chalks, chairs and water coolers etc. to these schools.

2. The institution plans to make a network with the community and practice teaching schools more effective and reliable by starting some new Programmes free of cost like Literacy programme for the illiterate citizens of the locality, computer education for practice teaching schools (free of cost) which is a step towards strengthening the network with the community & the practice teaching schools in order to actively and directly involve them in the development of the institution.

3. Our immediate future plan is to introduce M.Ed course for which the preliminary work has all been done and even inspection by the authorities from the University of Kashmir has already been completed. We hope to get a nod from the University about the course. The Institution also proposes to adopt some

schools in the slums of the valley to provide some physical and academic inputs to facilitate the students of these downtrodden sections of the community. The college has always been sensitive to issues of the community. Periodical get together with prominent citizens of the community are organized to facilitate the community. We also intent to start some certificate courses in collaboration with IGNOU. We have also imitated a process of establishing a lab schools on the Campus.

4. No project related to the community development has been taken up by the institution for last five years.

5. In order to develop social citizenship values and skills among the students the institutions organize debate and seminars, besides imparting class room instruction for achieving the said objective.

3.5 Collaborations

1. The College is in the process of developing linkages with National Institutes like NCERT and RIE Ajmer. WE plan to send our teachers to these institutions to get a feedback about the latest trends and techniques in teacher training.

2. The Collage has not been as yet developed any linkage with international agency.

3. No Linkage has been developed yet.

4. The institution has a very close link with the school sector. The school sector makes available the practicing schools for our trainees for programmes like internship, microteaching, pre-training lessons and final practice of teaching. They also facilitate the conduct of final practice of teaching examination of our students. The college participates in programmes organized by the Directorate of School Education on regular basis. The College has also adopted some schools in the locality by giving them physical and academic inputs on regular basis.

5. The teachers on regular basis and as per time table supervise the lessons that a delivered by trainees during their pre-training and practices of teaching programmes. The teachers stay actively engaged to evaluate the teaching process which is followed by visits of the Principal of the College who pays visits to the practicing schools.

6. The Collaboration is mainly due to the interactions of the faculty that takes place with the faculty from other institutions during debates, seminars and workshop that forms the academic calendar of the college. The teachers also get a

chance to share their experiences with the University faculty of other institutions by participating in the programmes organized by these institutions. The college has a tie up with sports Institutions like J & K Cricket association for nurturing the skills of cricketers.

3.6 Best Practices in Research, Consultancy and Extension

1. No Major measures were adopted by the institution.
2. The college has yet to take this programme on professional lines.

Criterion IV: Infrastructure and Learning Resources

4.1 Physical Facilities

1. The College has multi-storied complex structure which has all the facilities prescribed for running the course by the University of Kashmir to which it is affiliated and even NCTE. It has very well equipped laboratories and smart classrooms and has land i.e. more than what is prescribed as per the norms. Master plan is enclosed.
2. The main source of income for college is the fee deposited by the trainees during the academic session. The College allocates funds for various heads to ensure that all the programmes are carried on systematically and adequate amount is earmarked for infrastructure purposes.
3. The College has a multipurpose hall which is used for executing debates, conferences, general demonstrations, cultural programmes. Besides having well maintained parks and playground for sports and games, the institution has the facility of all the equipments required for sports, games and other co-curricular activities.
4. The institution currently runs one programme i.e., B.Ed.
5. The institution is having all necessary facilities to ensure the health and hygiene of both staff and students. There is an on campus room for health and hygiene for the inmates where the medicinal facilities are available. There are ten wash rooms for men and ten wash rooms for women besides having the wash rooms for officers and the staff. Besides proper sanitation purified drinking water is made available by installing cant water purification system in the main building .The college has a well established on Campus canteen for students and the staff.
6. There are two hostels; one for boys and one for girls. The boys hostel can accommodate more than 250 students as per the provision of the institution one room is allotted to three students at maximum. Other facilities like availability of

T.V, Sports equipment, DC Backup, Mess Facility etc. The girl's hostel can accommodate more than 200 students. Other facilities are the same as in the boy's hostels.

4.2 Maintenance of Infrastructure

1. Details given in enclosed income and expenditure statement.
2. For the better and optimal utilization of the available infrastructure and resources, time sharing mechanism is adopted. Time table and calendar of activities are framed on the aforesaid mechanism.
3. The institution has a proper sanitation system, proper fuel are used in the kitchens, plantation is done in the campus and all the buildings and equipments are maintained properly to take care of environmental issues.

4.3 Library as a Learning Resource:

1. The library is headed by a qualified librarian (M.LIB) supported by other two members having the required technical knowhow, particularly in the computer usage.
2. The Library comprises volumes and titles and subscribing twenty national journals, ten magazines besides having software as per syllabus and computer systems.
3. The Library resources are reviewed regularly in terms of access to library material relevance of library material to the program, by the management, administration, IQAC, besides having a library advisory committee.
4. The automation of library has been taken up and hopefully it will be completed in the coming session. The library automation will include accessioning and cataloguing and circulation of documentation.
5. At present there are two computer systems in the library and reading room for accessioning the present material .In addition to this these are also used for providing the internet facilities to the staff and the students.
6. No the institution does not make use of INFLIBNET/Telnet/IUC facilities.
7. Library remains open throughout the year for six days a week, it remains open for six hours a week and during examination it remains open for seven hours.

8. We have a well prepared catalogue of the library which may acquaint the users with new arrivals. Besides this book jackets or photo copies of title pages of the new arrivals are kept at display.
9. The institution does not have book bank facility.
10. No special facilities are offered by the library to the visually and physically challenged persons.

4.4. ICT as learning resources:

1. The institution has a well established computer lab, equipped with 24 (twenty four) P-IV PCS. In order to keep the staff and students abreast with the latest the latest trends of information technology, internet facilities are available to them throughout the year. All the systems are networked to support LAN .Besides this some other machines like overhead projector (OHP), LCD; audio and video players etc are also available for the development of operating ability among the pupil teachers.
2. There is a provision for imparting computer skills to all the students as there is an open choice for the students to opt for computer science as an elective paper.
3. The institution has no active role in the development and designing of the curriculum. Only feedback is given to university about changes in curriculum.
4. The student teachers do not use computers and projectors for developing their lesson plans and teaching learning material.

4.4 Other facilities

1. The time table prepared by the institution has a provision in which the students can make use in instruction infrastructure during the working hours. The institution emphasis the development of electronic resources over other resources of the institution in order to make the information exchange with the institutions rich in electronic resources. In this regard the institution has a spacious computer lab with a good no. of computer terminals.
2. The college is having a well established Audio-Visual lab equipped with instruments like overhead projector, TVs, Tape recorder,CD Player, CD's, Slides Audio and video cassettes etc, and other teaching aids prepared by the students under the guidance of the teacher. All the student-teachers are given practical exposure of handling these equipments.

3. The institution has a science lab, psychology lab, Educational technology lab-cum-workshop for preparing teaching aids and a computer lab. Periodical up gradation of these labs is made on the basis of requisitions obtained from the lab in charges.
4. The College has a well established multipurpose hall. There is a workshop cum Education Technology Lab. The facility of musical instrument and instruments for sports like cricket, Volley ball, Badminton, Carromboards and Chess boards are available in the Institution.
5. Close circuit TV system stands installed in all the class rooms and other units of the main academic building of the college, to monitor the performance of the teachers and is used as a tool to measure the performance of the teaching staff. This is the mechanism adopted by the institution for watching the classroom activities and other activities and functioning of the college.

4.6 Best practices in Infrastructure and Learning resources:

1. The faculty makes an optimum use of Technology in teaching learning process and even encourages students to try their hands at Technology. The best practice with the college is that whatever technological gadgets are available to the trainees and faculty makes use of it.
2. Technological devices have certainly contributed to the quality enhancement because programmes are systematically organized making the use of technology.
3. Computerized programmes and almost free Xerox facility for teachers and trainees have changed the very face of our programs.

Criterion-V: Students support and progression

5:1 Student progression

1. The institution has no definite mechanism for assessing the student's preparedness for the programme. As routine, orientation programmes are arranged at the start of the programme to provide academic and professional advice to them.
2. The institution obtains feedback from the students about the campus environment to know what students feel about the campus environment. The institution works on this feedback to provide a good teaching and learning environment to the students which results in the promotion of motivation and development of the students
3. The dropout percentage is low and these seats are refilled by the University of Kashmir. The change of stream and adjustment in Govt. Jobs were the two main reasons for the dropouts. The dropout rate is very low and the reason is not so discouraging therefore, the institution does not need to adopt any kind of mechanism for controlling the rate of dropout.
4. The library is having a career corner section, comprises a good number of descriptive as well as objective type books for different competitive exams. These books are available to the on roll students and ex students of the institution for preparing themselves for competitive exams, to seek jobs and higher studies. The institution does not keep track of such students who have appeared or qualified in SLET/NET or central and state services through competitive exams particularly for the last 2 years.
5. The college has not adopted any mechanism to collect data regarding the No. of Students who get Govt. jobs, admission in higher studies, qualified the competitive examination and choose teaching as their career. Now the institution has developed a link with different agencies and started the project to collect the data.
6. The students after graduating from the institution can use internet facilities, computer, audio-visual aids and resources within the campus. The books and other materials are not issued to them; however, the reprographic facility is available.
7. No Provision

8. No Provision
9. No Provision
10. No Provision

5.2. Student Support

1. The institution has different working committees for organizing, executing and developing the curricular co-curricular activities and extracurricular activities and making these activities more effective and efficient.
2. The institution has no special curricula planning for physically challenged students.
3. The institution has mentoring arrangement in the form of tutorial groups as supplement guidance for the students. Besides having the arrangement for orientation programmes, seminar etc.
4. The institution organizes extension lectures and seminars which support and enhance the effectiveness of facility of teaching and mentoring of students.
5. The institution has recently launched its website contains information about infrastructure, courses offered academic calendar, faculty, admission policies syllabus etc. It is being regularly updated .The college website is: sanctorium.info/colleges
6. The institution has remedial programmes for academically low achiever as already discussed.
7. Advanced learners are referred to the library to the library resources and are advised to make use of the internet facility provided by the college to acquire time of the students. Teachers take imitative to develop a rapport with both the types of learners.
8. The institution have a guidance and counseling cells for the students to guide them regarding various aspects of the curriculum like opting of subjects and their scope, proper utilization of institution resources, developing taste in co-curricular activities etc.
9. The institution has recently established a grievance cell for the students. This cell comprises three members, one from administration and two from faculty. All the students are aware of the existence & Functioning of the cell & they pose their

problems & difficulties to the cell for redressed .IN addition to this, the institution has installed a complaint box for the grievance which needs some secrecy.

10. The institution organizes debates, discussions, cultural programmes etc. to monitor the progress of the students in one aspect of growth and development. The students are also encouraged to contribute to the college magazine to assess the progress in some other aspect.

11. For preparing student to teach in the field under practice teaching programme, the institution organizes a program of micro teaching for a length of time to practice various teaching skills. This teaching is organized in simulated conditions. Among all the skills required in teaching are practiced. Stress is given on three basic skills viz; skill of reinforcement, skill of stimulus variation and skill of probing question. Before, practicing of these skills some demonstrations are given by teacher educators. In the field (practice teaching) a faculty member is deputed to provide necessary guidance and supervision to the students besides seeking the guidance from the headmaster of the concerned school. An honorarium affixed by the college administration is paid to the headmaster and the faculty member concerned for supervising and visiting purposes.

5.3 Student Activities

1. i. Yes, the institution has an Alumni association. It is quite important and meets at least twice a year to take stock of the achievements of the college. They interact with all the stakeholders and suggest measures to bring efficiency in teaching learning process. Following are the members of the association:
 - i. Mr. M A War (Chief Patron)
 - ii. Mr. M R Dar (Administrative officer)
 - iii. Mr. G R Sofi (Principal)
 - iv. Mr. C L Vishen (Former Head, Department of Edcation, University of Kashmir)
 - v. Mr. Manzoor Ahmad Wazir (Former Head Dept. of Science, Govt. College of Education, Srinagar)
 - vi. Ms. Sayima Shaban (Coordinator)
 - vii. Mr. Hilal Ahmad Bhat (x- student)
 - viii. Mr. Asif Mujtaba (X- student)

ii. The last election for college Alumni Association was held in the year 2013.

iii. Alumni Association organized a few interactive sessions with College faculty and Students. They also visited a few practicing school to gather feedback about the quality parameters of POT.

iv. The College does not have the records about the prominent places held by any Alumni because most of the students were from neighboring states. Some of the pass outs have been adjusted in Government departments and some in private sectors.

2. The institution provides facilities for Sports & games which inculcates interest among the students. Besides this the institution also publicizes the contribution of previous students in various programmes along with their photographs in its annual magazine “LALAD” to motivate the students to take part in extracurricular activities.

3. Various student activities are highlighted by means of photographs, in order to encourage and stimulate the students for contributing to the college magazine. The magazine published by the institute in 2008-2009 named “LALAD” contains more than 15 No. of articles brought out by students. The major publications of the magazine are:

1) Growth of education in J&K state;

2) Should students evaluate teachers?

3) Memory-Flow and functioning;

4) Self confident child;

5) Principles of instruction & assessment for exceptional children;

6) Role of libraries in education;

7) The concept & scope of internship;

4. Yes, the institution does have a student council

5. The college has various bodies which have got student representation. Some of the important bodies are as under:

- I. **Student Council:** This is aimed to address the problems of the students;
 - II. **Cultural committee:** which looks to the various co-curricular activities of the college: &
 - III. **College Publication Committee:** which deals with the collection of the articles from the students and helps in compiling the college Magazine
5. For the innovation and the improvement of the faculty, extension lectures, orientation courses and refresher courses are organized in the college. Besides the Heads of practice teaching schools also invited to share their experiences besides, some of our eminent teachers go to different educational Institutions to deliver lectures.

5.4 Best practices in student support and progression:

1. The best practices of the institution in student support and progression are:
 - Representation is given to students in committees that help the college Administration to administer the college.
 - Free access to technological gadgets available with the college;
 - Student friendly approach of college Library in lending books, periodical and journals;
 - Almost free Xerox facilities for trainees to try their instruction material, lesson plans on micro and macro teaching;
 - Giving on loan to students models, charts and other aids available with college to students for practice of teaching programme;
 - Canteen facilities at subsidized rates;
 - Drinking water facilities
 - Realizing the student fee in Installments is yet another good practice in the college;
 - Some deserving students are given scholarships and the same is done in case of financially weak students; and
 - Material is provided to students during the workshop organized for developing low cost teaching aids.

Criterion VI: Governance and Leadership

6.1 Institutional Vision and Leadership

1. The institution was established with the purpose of providing teacher education with the mission to prepare teachers skilful, have problem solving capacities and is trained to make the best of technology that has revolutionized the entire scenario of education. The vision of college is to provide excellence in education. All the efforts are made to produce effective teachers for serving the society in general and school sector in particular. The purpose, vision and mission of the institution to the various stake holders are communicated through institutional publications.
2. The mission includes the institutional goals and objectives. The main goal of the institution is to produce effective trained teachers, who are to serve the society and fulfill its burning needs. All the efforts are made to achieve these goals and objectives.
3. Top management is committed to provide quality education by making available the necessary human and material resources, the proper utilization of the resources is also monitored. Different committees have been composed for the proper utilization of the institutional resources. The main function of this committee is to monitor and evaluate various academic matters if the institution.
4. The institution works with objective that is clear and well defined. So the staff is acquainted with the responsibilities to achieve these objectives. The institution organizes staff, meeting (monthly) to give the proper direction to the staff, regarding decisions and seek solutions to the problems be faced etc. suggestions are invited from the staff. The representation from the management. In these meetings besides other things stress is laid on the proper utilization of the human and material resources.
5. The information collected by means of feedback and personal contacts is communicated to the management by the principal to review the activities if the institutions.
6. The institution has not identified any kind of barriers in achieving the objectives as there is continuous progress in the pass percentage since its establishment and the institutions gets good feedback from its students, practice teaching school s

and other people who are directly or indirectly linked with the institution. The institution has a good reputation in the state, in neighboring state and its regulatory body. No need has so far been felt of developing a mechanism for identifying the barriers in achieving the objectives set by the institution.

7. The policy of the institution is clear and transparent to both the staff and the principal. The ideas regarding the development of the institution are shared by the management policy for the staff for improving the effectiveness and efficiency of the institutional process.
8. The principal has full control on all aspects of institution. He worked as a good mechanism, a good administrator and a good manager. He runs the institution with broad vision and keeps all the areas of the institution in view. There is vital role of the principal in the development of the institution already established. Units are upgraded and new units are established on the bases of recommendation made by the principal. He always encourages and motivated the staff and the students for utilization of institutional resources. He himself delivers lectures

6.1 Organizational Arrangements

1. Following committees have been put in place to facilitate process of administration and ensure effective teaching learning.
 - a. Practice of Teaching
 - b. Committee for College IQAC (Internal Quality Assurance Cell/ Grievance Redressal Cell)
 - c. College Publication
 - d. Committee for NAAC assessment
 - e. Committee for College Development
 - f. Committee for Co- curricular activities
 - g. College Time Table Committee
 - h. College alumni
 - i. Examination Committee and
 - j. Advisory Committee

The Composition and the functions of the committees are as under:

a. POT committee:

Functions:

- a. Organizing model lessons on Micro/Macro teaching/Internship/Teaching Aids
- b. Identification of schools.
- c. Holding of meetings with the heads of the institution, ZEO's and CEO's etc.
- d. Allotment of students to schools
- e. Allotment of supervisory staff.

Members:

- a. Mr. G A Mir (Convenor)
- b. Miss. Shabeena Rasool (Member)
- c. Mr. Gh Qadir (Member)
- d. Miss. Samreen (Student)

b. College IQAC:

Functions:

- a) To monitor the performance of the teachers.
- b) To monitor the working of the Administrative staff.
- c) To keep an eye on the academic activities of the institution.
- d) The evaluation of the feedback given by the students is processed by this cell.
- e) The cell identifies the areas where the institution needs improvement to ensure the quality education.
- f) The cell takes measures to ensure the maximum utilization of the institutional resources and identifies the areas of where there is dire need.
- g) To ensure participation of all the stake holders in quality initiatives

Members:

- a. Mr. S A War (Chairman)
- b. Mr. G R Sofi (Principal)
- c. Miss. Sayima Shaban (Coordinator)
- d. Mr. S A War (Chairman)
- e. Mr. C L Vishen (Former Head, Department of Education, University of Kashmir)

- f. Mr. Manzoor Ahmad Wazir (Former Head Dept. of Science, Govt. College of Education, Srinagar)
- g. Mr. A H Zargar (Former Dean)

c. **College Publication:**

Function:

- i. Collection of data for magazines/journals and news letter etc.
- ii. Editing of the data
- iii. Printing and publication.

Members:

- i. Mr. G R sofi (Principal)
- ii. Miss. Sadaf Bashir (Member)
- iii. Miss. Mr. Gh Qadir (Member)

d. **Committee for NAAC assessment:**

Functions:

- i. To prepare SAR report.
- ii. Preparation for inspection
- iii. Arrangement of previous record of the institution.

Members:

- i. Miss. Sayima Shaban (convenor)
- ii. Miss. Shabeena Rasool (co-coordinator).

e. **Committee for college Development:**

Functions:

- i. To check the overall functioning of the institution.
- ii. To look after the beautification of the college walls, rooms and premises.

- iii. To accept the suggestions and requisitions by the staff and students regarding the promotions and improvements of the college facilities and takes action accordingly

Members:

- i. Mr. S A War (Chairman)
- ii. Mr. G R Sofi (Principal)
- iii. Miss Shabeena Rasool (Lecturer)
- iv. Mr. G Q parray (Lecturer)

f. Committee for co-curriculum activities:

Functions:

- i. Arrangement for excursion and tracking
- ii. Arrangements for debates and seminars.

Members:

- i. Mr. Javid Ahmad War (convenor)
- ii. Mr. Gh. Qadir (Member)
- iii. Miss. Parmeet Kour (Member)

g. College timetable committee:

Functions:

- i. To frame /implement the time table
- ii. To make leave arrangements.

Members:

- i. Mr. G A Mir (Convenor)
- ii. Miss. Shabeena Rasool (Member)

- iii. Mr. Gh. Qadir (Member)

h. College Alumni:

Functions:

1. To make an arrangements of the meetings with the college alumni association at least twice a year and accept their suggestive measures for further development.

Members:

- i. Mr. M A War (Chief Patron)
- ii. Mr. M R Dar (Administrative officer)
- iii. Mr. G R Sofi (Principal)
- iv. Mr. C L Vishen (Former Head, Department of Education, University of Kashmir)
- v. Mr. Manzoor Ahmad Wazir (Former Head Dept. of Science, Govt. College of Education, Srinagar)
- vi. Ms. Sayima Shaban (Coordinator)
- vii. Mr. Hilal Ahmad Bhat (x- student)
- viii. Mr. Asif Mujtaba (X- student)

i. Examination Committee:

Functions:

- i. Internal assessment
- ii. POT (practical exams).

Members:

- i. Mr. Gh Qadir parray (convenor)
- ii. Mr. G A Mir (Member)
- iii. Miss. Shabeena Rasool (Member)
- iv. Fayaz Ahmad (Member)

j. Advisory Committee/ College Library Committee

Functions:

- i. To provide inputs to the college management to bring efficiency in its programmes.
- ii. Monitoring of library activities.
- iii. Ensuring of library processes for easy access of resources
- iv. Book selection process and subscription of journals.

Members:

- i. Mr. Manzoor Ahmad Wazir (convenor).
- ii. Mr. A H Zargar (Member)
- iii. Shahnaz Shafi (Member)

2. The college administration is decentralized in the following way:

The chairman functions as an executive head of the college. On the next step there is principal as administrator who is accountable before the chairman. The principal in turn has framed various committees comprised of faculty members for different operations of the institution. Under this mechanism the administration of the college runs smoothly.

3. The institution invites experts in teacher education field who provide necessary guidance to the faculty members for their growth and improvement. These experts deliver lectures to the students on some specific topics. The institute also invites headmasters of practice teaching schools and officers of the school education department, in order to seek suggestions towards quality enhancement.
4. yes, the institution makes use of various feed-back received from students, teachers, heads of various practicing school, visiting professionals etc. the suggestion and recommendations are put to serious discussions before they are put into practice.
5. The institution holds occasional get together, where informal discussions take place in a very co-ordinal atmosphere. Staff picnics and excursions are also conducted which provides opportunities to the staff members for sharing their

feeling and expressions. Academic discussions are take place among the faculty members on & off. Apart from this, professionals from various institutions are also invited who deliver lectures on important and latest educationally oriented topics.

6.3. Strategy development and deployment:

1. No, the institution does not have an MIS to select, collect, align and integrate data and information on academic and administrative aspects of the institution.
2. The changes from action plans are taken up with the management which thereafter in consultation with the principal takes decision with regards to financial and human resource allotments.
3. The institution needs financial resources which are obtained by means of tuition fee from the students which are adequate for making available the human resources to support the implementation of mission and goals.
4. The institution has well defined academic plan in which time is allocated with different portion of the program for developing different aspects of the student and teacher. So far as our procedure is concerned we allocate 76.66% of time to theory, 12.22% to practice of teaching and remaining 11.11% to practical. For developing this plan all faculty members and administration are taken into confidence. School Headmasters also invited and discussions are made on various institutional activities preferably teaching practice.
5. The management communicates short term objectives to the principal who constitutes various committees/ cells for the implementation of these short term objectives. All the staff members are involved in these committees to ensure individual employees contribution for institutional development. However the long term objectives are well defined and all the employees are directly acquainted with these objectives through newsletters, booklets, etc.
6. The vision mission and implementation plans are monitored and evaluated by means of progress in university results. Besides this the institution plans to collect data regarding the progress of outgoing students in terms of employment, higher studies etc. at internal level the college has different units like IQAC and advisory committee to monitor the implementation vision mission and plans.
7. Use of technology has become a regular feature of teaching learning process. A roper allotment in budget is made for purchase of desired new technological devices.

6.4. Human Resource Management:

1. The faculty developed needs and career progression of the staff are identified by the feedback mechanism like, feedback from students, using CCTV.
2. The institution has developed different mechanisms for assessing the staff and the faculty. The classroom and other units of the institution are equipped with close circuit TV system as a source of feedback. By this system the performance is monitored by the principal himself and the institution has an internal quality assurance cell, the members of this cell also monitored the performance of teacher and the same is forwarded to the principal. Other sources for assessing the performance are the feedback from the students for which the institution has developed a format which covers all the aspects of teaching. This source of feedback is only for the teaching staff to assess the performance of teachers in teaching. Whenever the weakness is found in teaching, it is verbally communicated to the concerned teachers in psychologically sound procedure.
3. The institution provide various welfare for its employs like CP Fund, loan facility and periodical increments to the regular employees and other perks. The managing body of the institution is serious regarding the career of the employees which is an important step towards the motivation, satisfaction, growth and well being of the staff.
4. Organization of seminars, meeting etc. At institutional level are the regular activities of the institution for skill up-gradation of the faculty members. Besides this institution calls the experts to provide the instructions to the teachers, whenever there is any kind of educational programme at the university campus or at other educational institution, the institution deputes its members for participation.
5. The recruitment of the teachers is done by the regular body. The norms prescribed by the regulatory body are implemented fully by the institution. As per the norms the institution has to recruit one teacher for every fifteen students i.e. the teachers students ratio is 1:15. This ratio is strictly maintained and the vacant posts are filled through proper procedure. The procedure of recruitment is well defined in which the institution issues the advertisement notice which contains all the pieced of information like salary structure, qualification, experience, nature of posts etc. the application from desirous and eligible candidates are received by the institution and then sent to the Dean college development council of the

University for interviewing the candidates. The selection committee is framed by the DCDC which includes the representative of the management and the principal. The panel prepared by the selection committee is recommended to the college management for recruitment the candidates selected by the committee. The teachers appointed are given Rs 9000/= per month as prescribed by the regulatory body (under UGC norms).

However, there are two categories of the teachers, retired ones and the fresher's. The retired ones are given a consolidated pay of Rs 6500/= per month as prescribed by the regulatory body. The retired teachers with good performance also enjoy the periodical increments & other perks.

6. The institution generally employs the faculty on regular basis by means of a well defined procedure in 6.4.5. Part-time and adhoc appointments are made on urgent basis but there is no fixed ratio between regular and part-time/ adhoc appointments. These appointments are made for academic session only. The institution also engaged guest lectures on par-time basis.
7. The institution has left no stone unturned in the professional development of the faculty. The institution encourages the faculty members for the participation in seminars, conferences, workshops etc. besides providing the financial support.
8. The institution has well developed computer lab with internet facilities and a rich library. The library comprises a good number of references books and subscribes good number of journals which can be the important source for professional development of teachers.
9. The principal is link between the staff and the management. Whenever, the staff has any kind of grievance/ suggestion or complaint, which is addressed the principal who provides solution or communicates it to the management as per the nature of the problem/suggestion. As already discussed a complaint box stand already installed I which some sort of complaints regarding secrecy is lodged.
10. The policy of the institution regarding the workload is clear. Most of the teachers have a workload of two periods a day. Leisure time is generally utilized in other activities like study, assessment, mentoring and even in activities of administrative nature.
11. The institution has provision of CP fund, periodical increments, other benefits and perks for regular staff members.

6.5. Financial Management and Resources Mobilization:

1. No, the institution does not get any financial support from govt. tuition fees is the only source of revenue, affixed by the regulatory body at the time of admission. Fee structure (per student) for the year 2011 as prescribed by the regulatory body is as under:

S.No	Fee Components	Amount(Rs)
1	Annual tuition fee	24,000.00
2	College dev. Fund	1500.00
3	Examination Fee	1650.00
4	Sports fee	100.00
5	University Dev.Fund	200.00
6	Infrastructure fund	2000.00
7	Registration Fee	400.00
8	Eligibility Fee	200.00
9	I T Fee	50.00
10	N.S.S	100.00
11	University Service Charges	1000.00
12	University corpus fund	400.00
	Total	31600.00

2. The institution does not generate any income through donations.
3. Yes, the operational budget of the institution is adequate to cover the day-to-day expenses of the institution.
4. The tuition fees is the only source of Income to the institution by which all the requirements are fulfilled to provide quality programs.
5. Yes the account of the institution is audited regularly. Since the establishment of the institution (2006), accounts are audited internal as well as externally by the concerned agencies.
6. The institution has not yet computerized its finance management system.

6.6. Best practice in governance and leadership:

1. The significant best practices of the college are:

Welcome Party.

Election of Student Council

Grievances Redressal Cell

Involvement of students in committees constituted in the college to ensure that the institution is properly administrated. Dean students and staff secretary are charged with the responsibilities of providing a line between administration and students. Teachers and students enjoy very good rapport that is how they assist the principal in matters related to governance and administration of the college.

Criterion VII: Innovative Practices

7.1 Internal Quality Assurance System

1. Yes the institution has established internal quality assurance cell (IQAC). It was established in 2013. The cell comprises 4 members:

- a. Mr. S A War (Chairman)
- b. Mr. G R Sofi (Principal)
- c. Miss. Sayima Shaban (Coordinator)
- d. Mr. S A War (Chairman)
- e. Mr. C L Vishen (Former Head, Department of Education, University of Kashmir)
- f. Mr. Manzoor Ahmad Wazir (Former Head Dept. of Science, Govt. College of Education, Srinagar)
- g. Mr. A H Zargar (Former Dean)

The major activities undertaken are:-

- i. All the academic matters are analyzed and refined to ensure the improvement in the quality i.e the decision taken by various committees are further studied by the cell and the modification are made where ever necessary.
 - ii. The cell monitors all the institution process for speedy and logical completion at their earliest and tries to identify the weaknesses, obstacles (both logical and physical) if any which hinders the process taken up and are communicated to higher authorities for their remedy.
 - iii. The evaluation of the feedback given by the students is processed by the students is processed by this cell.
 - iv. The monitor the performance of teachers periodically by means of a close circuit TV system (CCTV) and the same is communicated to the principal.
 - v. The identified area where the institution needs improvement to ensure the quality education.
 - vi. The cell takes measure to ensure the maximum utilization resources and identifies the area of where there is dire need.
2. The goals to be achieved are evaluated by giving performance tests to students and are also measured by preparation of various feedback systems like organization of seminars and debates encourages the students for contributing the college magazines.

3. There is well defined and systematic procedure for undertaking the academic programmes like Micro-teaching etc. to prepare the students for these programmes the institution organizes demonstration lessons on various subjects. Some expert's and guest professor are also invited to ensure the quality of the academic programs. The quality of academic programme is also ensured by periodical class test and assignments. Organization of debates on topics pertaining to the curriculum is also under taken.
4. The college has constituted number of committees to assist the administration in financial and academic management. The college has a decentralized type of administration involving faculty at each stage.
5. The institution ensured to develop proficiency of teacher trainees by including different methods of dealing with the students having diverse background. The psychological approach is being taught and special education is given to teacher trainees for dealing with exceptionalities. Practical training i.e. exposure to live being imparted to trainees to ensure their proficiency for working with children from diverse backgrounds and exceptionalities'. For this programme sufficient moral and value education is imparted to the trainees so that they ensure smooth and normal behavior in the class room setup.

7.2 Inclusive Practices

1. The teacher trainees are sensitized to issues of inclusion through lectures, workshop, symposia and demonstrations. Prior to practice teaching programme the teacher trainees are given sufficient orientation and model lesson based on national policies of education on inclusion. They share with school teachers the curriculum and abide by their internal policies. The copies of school curriculum are also made available to all the teacher trainees and are guided accordingly.
2. Different methodologies are being oriented to teacher trainees for inclusion. The institute offers special education as one of the options which aim at creating ability among the trained to deal with exceptionalities. Besides this the general curriculum designed for B.Ed programme offers psychology and other subjects to deal with the inclusion, exceptionalities and gender differences.

3. The curriculum designed by regulatory body comprises both theory and practice. The practical component comprises micro and macro teaching practice. For these programmers, the students are encouraged to develop the teaching learning material. They are instructed to prepare these materials I groups to foster positive social interaction among the students. The students are also encouraged to make group discussions on the problems pertaining to these programmers. Besides this the internal assessment which from the part of final assessment is made on the basis of performance of the students in the activities like preparation and presentation of assignments, group discussion, supervised studies and book reviews.
4. Trainees teachers proficiency in dealing with children from diverse backgrounds and exceptionalities is developed by the giving them practical exposure of teaching to the children of our lab schools of periodical basis. From the lab schools the children from different backgrounds, exceptionalities and sexes are identified on the basis of curriculum are arranged and attended by teacher trainees under the strict supervision of teacher educators and the principal. In addition to this teacher trainees are given moral education, special education and value education which is part of the curriculum.
5. The students with severe physical problems like hearing impaired, visually handicapped etc. have not been on the rolls of the college who generally need special treatment. However, the students orthopedically handicapped are also considered for financial assistance in addition to the merit-cum-poverty based scholarships. Differently able students are identified and are dealt psychologically i.e. these students are categorized on the bases of student have been found viz. weak, average and bright. Special and extra classes are arranged for the weak students while bright students are referred to library and internet for extra study besides arranging debates seminars, encouraged to contribute to the college magazines and other programmers for their proficiency. Bright students are also prepared for competitive examination. Average students are given regular classes by teacher educators on routine matter. To come up they are provided sufficient instructional material and are encouraged to face the completion with the bright students of the college.
6. The institution has a woman cell, dealing with gender sensitive issues, if any gender sensitive problem arises; it is referred to the cell for Redressal. Such problems are generally solved by the cell and are not communicated to the higher authorities if it is more sever.

7.3. Stakeholder Relationship:

- 1 The Stakeholders are apprised of all the necessary activities and processes of the institution (both academic and administrative) by communicating to them by means of written documents and face to face talks and college publications. In this institution the stakeholders remain in close contact with the internal administration.
2. The institution has a mechanism to evaluate the performance of an activity on some well defined procedures. The success or failure of an activity is evaluated both at external administration. In case of dissatisfaction the root cause of failure is identified and then discussions are made for an alternative to the activity or modifications are made depending upon the extent and nature of failure.
3. As already discussed the institution has the feedback mechanism for collecting data from the students and other stakeholders. This data is processed to determine the status of an activity in terms of its quality i.e. satisfactory or dissatisfactory. Then weaknesses are identified and attempts are made for improving such areas.