**COLLEGE DEVELOPMENT COUNCIL**
University of Jammu
Jammu-180 006 (INDIA)

No: CDC/2016/ 1900-06
Dated: 14/07/16

Assistant Registrar (CDC)

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To

The Chairman,
Guru Teg Bahadur College of Education,
Kathua.

Sub: Renewal/extension of temporary affiliation for imparting instruction to B.Ed course for the academic session 2016-17.

Sir,

I am directed to inform you that based on the recommendations of the Inspection Committee, the Vice-Chancellor, in anticipation of approval of the Competent Authority has authorized renewal/extension of temporary affiliation of your college for the session 2016-17 for imparting instruction of B.Ed. course only on the condition that the college shall appoint the Principal and faculty members through proper selection committee before the start of class work.

A copy of the inspection report is enclosed herewith for information and further necessary action at your end.

Thanking you,

Yours faithfully,

Assistant Registrar (CDC)
14/7

Copy to:

1. Special Secretary to Vice-Chancellor.
2. Sr. P.A. to Director/Controller of Examinations.
3. Deputy/Asstt. Registrar (Exams/Regd/Eval.)

# INSPECTION REPORT OF PVT. COLLEGE FOR NEW/ADDITIONAL/RENEWAL OF B.ED. & M.ED. COURSES

| | | |
|---|---|---|
| Name of College | Guru Teg Bahadur | |
| Address | Lakhanpur, Kathua | |
| *Pincode* | 184152 | |
| *Phone* | 01922202511 | |
| *Mobile* | 7298239669, 9419187479 | |
| *Email* | gtbce95@yahoo.com | |
| *Website* | www.gtbce.org | |
| Year of Establishment | 2008-09 | |
| Date of Inspection | | |
| 10 Course applied for (new/additional/renewal) | Renewal of B.Ed. | |
| 11 Session | 2016-18 | |
| 12 Status (Permanent/Temporary) | Temporary | |
| Whether permission for the relevant academic session granted by the State Government? (Yes/No) | Yes | |
| *If yes, reference No. & date* | do | |
| Whether permission for the relevant academic session granted by the concerned statutory/regulatory body? (Yes/No) | do | |
| *If yes, reference No. & date* | | |
| Course offered | B.Ed. | |
| No. of students | *Total Intake* | *Admitted* |
| Name of Trust/Society (Regd. No) | Guru Teg Bahadur Educational Society, Lakhanpur, Kathua, No. 4175-S of 2003. | |
| PAN of Trust/Society/Institution | | |
| No. of Institutes/Colleges run by the Trust/Society | B.Ed. | |
| Total Land owned by the Trust/Society. | 54 kanals | |
| Land in possession of college (enclose proof of Revenue Papers) | 14 Kanals. | |
| *Validity of NAAC* | Applied for | |
| *Date of last visit of NAAC peer team (if applicable)* | – | |
| *Period of validity of the certificate awarded, the grade awarded (if applicable)* | Applied for | |

Principal
Guru Teg Bahadur
College of Education
Lakhanpur, Kathua

# DETAILS OF TEACHING FACULTY MEMBERS

| S. No | Name of the incumbent Sh. Ms. | Designation | Date of birth | Qualification PhD/Mphil/NET/Slet/B.Ed./M.Ed. | Branch / subject | % marks obtained | Regular/Contract/PT/Visiting | Date of Joining the institute | Total salary paid per month | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | Basic | DA | Total |
| 1 | Brij Kanta | Principal | 27/4/66 | MA MEd, BEd | Hindi | 55 52.50, 50.5 | Contract actual | 9/6/16 | | | |
| 2 | Rajni Bala | Lect. | 10.12.74 | MEd BEd. | | 54.81 62.90 | -u- | 4/6/16 | | | 8000/ |
| 3 | Parveen Lata | -u- | 22/6/82 | MEd, MA (Pol. Sci.) BEd. | | | -u- | 6/6/16 | | | 8000/- |
| 4 | Ruby Sharma | -u- | 9/8/82 | MEd. MA (Eng) MSC (Zoo), BEd. | | | -u- | 4/6/16 | | | 8000/- |
| 5 | Monika Rani Sharma | -u- | 23/3/85 | MA (Edu), Soc: B. Ed. | | | -u- | 6/6/16 | | | 8000/- |
| 6. | Arti Gupta | -u- | 21/8/84. | M.Ed., MA (Soc.) BEd. | | | -u- | 7/6/16 | | | 8000/- |
| 7 | Madhu Rani | -u- | 10/3/91 | MEd. BEd. | | | -u- | 4/6/16 | | | 8000/- |
| 8 | Surjeet Singh | Lect. | | Bsc. MEd, BEd. | | | -u- | 17/6/16. | | | 8000/- |
| 9 | Randeep Singh | Comp. Lect. | | MCA. BEd. | | | -u- | 6/6/16 | | | 8000/- |
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Signature of Principal
with date & seal
of the Institute

Principal
Guru Teg Bahadur
College of Education
Lakhanpur, Kathua

# DETAILS OF SUPPORTING STAFF (TECHNICAL) MEMBERS

| S. No | Name of Laboratory/ Workshop/ Computer Centre, etc. to which attached | Name of the incumbent | Designation | Date of birth | Qualification | Regular/Contract | Date of Joining the institute | Total salary paid per month | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Basic | DA | Total |
| 1 | Psychology Lab. | Rajni Bala | Lect | 10/12/74 | M.Ed. B.Ed. | Contractual | 4/6/16 | | | |
| 2 | Science Lab. | Ruby Sharma | -4- | 9/8/82 | M.Ed. MA(Eng) MSc Zoology | -4- | 4/6/16 | | | |
| 3 | Computer Centre | Randeep Singh | Comp. Lect | 14/7/88 | MCA BEd. | -4- | 6/6/16. | | | |
| 4. | Audio Visual Lab. | -4- | -4- | -4- | MCA BEd. | -4- | -4- | | | |
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Signature of Principal with date & seal

Principal
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College of Education
Lakhanpur, Kathua

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|---|---|---|---|---|
| Salary of Faculty & other Staff Members | As per University norms. | | | |
| Annual increments (Yes/No) | Yes | | | |
| Accounts Books<br>Cash Book<br>Day Book | Yes<br>Yes<br>Yes | | | |
| C.P Fund Contribution | Yes | | | |
| Details of Buildings | Detail (Dimensions) | | | Vacant / available for proposed course |
| | Chairperson Room | | | |
| | Director Room | | | |
| | No. of Class Rooms (in Sq. ft) | *G. Floor* | 6 | |
| | | *1st Floor* | 7 | |
| | | *2nd Floor* | – | |
| | | *3rd Floor* | – | |
| | Library | *Area(in Sqft)* | 1000 Sft. | |
| | | *Text Books* | 1263 | |
| | | *Reference Books* | | |
| | | *Electronic Publications* | | |
| | | *Journals Printed : E-journals:* | 3 | |
| | | *Newspapers* | 3 | |
| | | *Educational Encyclopedias* | | |
| | | *Library Management Software* | Yes | |
| | | *Reading Room Capacity* | 90 Nos. | |
| | | *Multimedia PC* | | |
| | Computational Facilities | *Internet Bandwidth* | Yes | |
| | | *Printers* | 03 | |
| | | *Legal Application/S/W-Applied Intake* | | |
| | | *Legal System S/W-Applied Intake* | | |
| | | *PCs to Student ratio-Applied Intake* | | |
| | Lab | *Science* | Yes, one | |
| | | *Psychology* | Yes, one | |
| | | *Mathematics* | | |
| | | *Social Studies* | – | |
| | | *Educational Technology* | – | |



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| | | Audio-Visual | Available |
| | | Sc.-Demo | —"— |
| | No. of Bathrooms | Male | 2 |
| | | Female | 2 |
| | Staff Room | | 1 No. (350 sft). |
| | Girls Common Room | yes | 1 No. (250 sft). |
| | Committee Room | yes | 1 No (200 " ) |
| | Visitor Room | yes | 1 No. (200 " ) |
| | Store Room | yes | 3 Nos. (150 sft each) |
| | Multipurpose Hall | yes | 1 No. 2400 sft. (30x80) |
| | Drawing Hall | Yes | |
| | Seminar Hall | yes | |
| | Psychology Resource Centre | Yes | |
| | Art & Craft Resource Centre | Yes | |
| | Health & Physical Education Resource Centre | Yes | |
| | Workshops | Yes | |
| | Male Hostel | yes | |
| | Female Hostel | yes | |
| Principal & staff Position (Faculty) | | Regular/Contract/Adhoc | |
| | Director | | |
| | Teaching Staff | List Attached | |
| | Non-Teaching Staff | —"— | |
| | Librarian | 1 No. | |
| | Asstt. Librarian | | |
| Date of Last Selection Committee | | 20-05-2013 | |
| Date of Last Managing Committee | | 09-01-2013 | |
| Other Facilities | | Playground, Park, Canteen, Transport. | |
| Type | | Availability | Deficiency |
| • *All Weather Approach (Motorized Road)* | | Yes | |
| • *Barrier free Environment* | | Yes | |
| • *Electric Supply* | | Yes + Generator available. | |
| • *General Insurance* | | — | |
| • *Xerox* | | Yes | |
| • *Medical & Counseling* | | yes | |
| • *Canteen* | | yes | |
| • *Notice Boards* | | yes | |
| • *Playground* | | yes | |
| • *Portable Water Supply* | | yes | |
| • *Safety Provisions* | | yes | |
| • *Sewage Disposal System* | | yes | |
| • *Telephone & FAX* | | yes | |
| • *Transport* | | yes | |
| • *Vehicle Parking* | | yes | |



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|---|---|---|
| • *First Aid* | Yes | |
| • *Safeguard against fire hazard* | Yes | |
| • *Musical instruments* | Yes | |
| **Anti-Ragging Status** | Committee formed. | |
| **Details of Requirement** | **Status provided by the Institute** | **Deficiency** |
| • *Constitution of Anti-Ragging Committee* | List of Members attached | |
| • *Constitution of Anti-Ragging Squad* | —do— | |
| • *Affidavit obtained from all students* | ~~do~~ — Yes | |
| • *Appointment of Counselors* | Yes | |
| • *Affidavit obtained from parents of all the students* | Yes | |
| • *Affidavit obtained from students staying in Hostels* | Yes | |
| • *Affidavit obtained from parents of students staying in Hostel* | Yes | |
| **Grievance Committee** | Yes | |
| **Whether the college has appointed PIO & APIO** | Duties have been entrested to Committee | |
| **Whether the college has appointed Women Protection Cell** | Yes | |
| **Finance** | | |
| **Endowment Fund created as per University Statutes? (YES/NO)** | Yes | |
| • *Already created* | | |
| • *Pending* | Nil | |
| **Audited accounts for the preceding financial year** | Yes, time to time | |
| **Expenditure during the last year** | | |
| • *Salary of Teaching staff* | According to norms. | |
| • *Salary of Non-Teaching staff* | List attached. | |
| • *Purchase of books, Journals, etc* | list attached | |
| • *Purchase of sports and other equipments/material for the students* | List attached. | |
| • *Purchase of computers, etc* | —"— | |
| • *Maintenance of computers, etc* | Being done time to time | |
| • *Repair and renovation of building* | Yes | |
| • *Construction of new building* | Yes | |
| • *Any other* | — | |
| • *Total* | | |
| **Total receipts of the college during the last year** | | |
| • *University fee* | — | |



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| | | |
|---|---|---|
| • *College fee* | — | |
| • *Interest Income* | — | |
| • *Any other* | Nil | |
| • *Total* | | |
| **Activities** | | **Remarks** |
| **Accreditation** | under Process | |
| *Any Accreditation of any department in last 5 years from NAAC/NBA* | — do — | |
| **Research and Development** | | |
| *MOU with any organization/Institute for Quality improvement* | DIQA. | |
| *Research and Development activities in last 5 years*<br>• *Papers published by faculty (Conferences/Journals)*<br>• *Patents field (NIL)*<br>*Grants received external funding agency for Research/Lab development (NIL)* | —<br><br>— | |
| **Faculty Development** | | |
| • *Steps undertaken for Faculty development in last five years*<br>• *Faculty Deputed for Higher Studies*<br>• *Faculty Deputed for Training programmes / workshop* | Different Faculty members deputed for attending training programmes + workshops | |
| **Student-centric Activities** | | |
| *Activities undergone for placement of students in last 5 year* | — | |
| • *Number and Name of companies where students actively participated for placement*<br>• *Percentage of Placement* | — | |
| **Any collaboration with companies/industry for providing exposure to students** | — | |
| **Any students chapter such as ISTE etc** | — | |
| **Annual festival/Tech Fest/Alumni meet in last five years** | Yes | |

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**INSPECTION REPORT OF GURU TEG BAHADUR COLLEGE OF EDUCATION, LAKHANPUR KATHUA, FOR IMPARTING INSTRUCTION TO B.Ed COURSE FOR ACADEMIC SESSION 2016-2017**

| | |
|---|---|
| Name of the College | **GURU TEG BAHADUR COLLEGE OF EDUCATION, LAKHANPUR KATHUA,** |
| Date and time of inspection | 30/06/2016 11.00 PM. |
| Name of the inspection team | 1 Prof. V.D.Singh (Convener) Directorate of Distance Education<br>2 Prof. Darshana Sharma, Directorate of Distance Education<br>3 Sunil Sahi ( A.R DDE ) |
| Permission of Higher Education Department | HE/Recog~~-K/230/2015~~ (current letter of recognition required) |

**Major/ Minor Deficiencies need to be attended on priority:**

1 Principal of the College has not been appointed through selection process but as per qualifications is eligible.
2 Total no of teachers including Principal are 9, all the teachers have been engaged on contract basis.
3 The College was not functioning in the last session.
4 Recognition letter has not been received from the Higher and Tech.Education till date.

**Observation/suggestions**

1 As per record of the year 2014-2015, it reveals that the salary to the staff was being paid through cheques instead of transfer of accounts, suggestions have been made that the salary is to be transferred in the respective saving bank accounts of every employee.
2 Increments to be paid to the staff.
3 There 13 classrooms in the college which needs cleanliness.
4 There are two separate washrooms for boys and girls but needs cleanliness.
5 Principal's room is not in a good condition.
6 There is a short of fans in some of the classrooms.
7 Some of the windowpanes are to be replaced/ repaired.
8 Cashbooks are to be signed by the Principal.
9 Main signboard indicating name of the College is not fitted on the front of the building.

## RECOMMENDATIONS OF THE INSPECTION COMMITTEE

In view of the above facts and circumstances, it is proposed that the college be granted provisional / temporary affiliation for imparting instructions in B.Ed Course for the academic session 2016-17, subject to the fulfilment of deficiencies as pointed out by the inspection team and current letter of recognition from the state Govt.

1 Prof. V.D.Singh (Convener) DDE .....

2 Prof. Darshana Sharma, DDE .....

3 ~~Prof. Lalit sen, Dept. of Computer Science &IT~~.....

4 Sunil Sahi Member Assistant Registrar (DDE) .....