



# **SELF STUDY REPORT**

**FOR**

**2<sup>nd</sup> CYCLE OF ACCREDITATION**

**GOVERNMENT DEGREE COLLEGE**

**GOVT. DEGREE COLLEGE BHADERWAH DISTRICT DODA**

**182222**

**[www.gdcbhadarwah.com](http://www.gdcbhadarwah.com)**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**September 2018**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Government Degree College, Bhaderwah is located at an altitude of 5292ft from the sea level in the Himalayan range. It is surrounded by a small town namely Bhaderwah also known as "Chota Kashmir". This Himalayan region is rich in biodiversity and natural resources. Established in 1955, the college has come a long way and have earned a reputation of upholding and advancing the ideals and objectives of higher education in J&K state. It has produced a galaxy of intellectual and powerful human resource serving across the nation and even abroad in different capacities. This college has succeeded in converting itself into an educational centre of excellence and for this reason it attracts the students from the remotest places of District Doda, Ramban, Kishtwar & Bani area of Kathua for seeking admission inspite of the fact that there are colleges functioning in the respective districts. Currently the college imparts education to about 2000 students both at the UG and PG level. We are constantly striving to renovate and replenish the existing infrastructure in conformity with the increasing demand. The human resources engaged as employees in the college is comprising of about seventy teaching faculty and fifty four non-teaching staff. The college has a vast potential of further expansion and scaling up of its infrastructure and other aspects of its functioning provided it gets required funds and other necessary support.

### Vision

To evolve into a premier institute of higher learning and to produce the quality graduates who have the quest for excellence and the capability to serve the society with their intellectual capacity and young talent preserving the national, human and spiritual values.

### Mission

Our mission is to provide the world class quality education to the learners and training in multiple skills, inculcating in them the scientific temper, scholastic inquest, national, human and spiritual values to keep them inspired and motivated in pursuit of knowledge.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

- CBCS System for all programmes
- Well equipped library
- Good governance system
- Better preference for the studies in the college from the adjoining areas

- Our college has experienced staff for communicating best possible subject oriented information.
- Computer lab with more than 50 installed computer systems
- College bus for the conveyance of the students & staff
- Nearby University campus with good infrastructure facilities & scope for research
- A huge tourism potential
- Efficient administrative set up
- Co-ordination among teaching, non-teaching staff & parents & students
- Dedicated & responsible teachers
- Canteen facility for refreshment
- Outsourcing of assistance activities
- Scholarship to meritorious, disadvantaged learners
- IQAC to assure internal quality
- Two PG courses in Urdu & Chemistry respectively
- Introduction of job oriented courses as BCA, **Commerce, Economics, science streams**

### **Institutional Weakness**

- Dearth of class rooms, inadequate laboratory facilities.
- Inadequate infrastructure
- Inadequate seating arrangements
- Inability to provide free books to the students for the full semester / duration of the session
- Underdeveloped hostel facility
- Two smart class rooms only
- Poor links with industrial concerns
- Shortage of funds
- Non-PhD teachers
- Non transparent transfer policy
- Shortage of permanent teaching faculty
- Rote learning based education system
- Mismanagement of board of studies to deal with curriculum
- Poor feedback from the students
- Ill-equipped teachers to deal with latest technologies used in teachings
- Inabilities to accept the change
- Denial of self improvements opportunities, research facilities& other resources to teachers

limited & fluctuating internet connectivity

### **Institutional Opportunity**

- Potential to develop as educational hub
- Research possibilities in different scientific, historical, geographical and literary areas.
- Tourism potential
- Horticulture potential
- Agriculture sector
- Conference hall

- A good library
- Good lab. Facilities
- More than 50 computer systems
- Possibility to introduce new job oriented courses
- Possible to convert all class rooms to smart class rooms
- Possibilities to have interactions with industrial, corporate, banking, administrative & legal concerns
- Possible to establish well connected labs & library.
- Herbal & medicinal plant varieties
- Near to University Campus
- Rich in flora

### **Institutional Challenge**

- Full implementation of CBCS System
- Parallel courses started by nearby University campus as B.Com Honors
- Drop outs, poor rural background and financially backward students.
- Lack of access to information
- Difficulty to purchase books by the students
- Tough winter session
- Low skilled graduate
- Unacceptability by industrial concerns
- unawareness among rural students
- poor outcomes at primary ,secondary & senior secondary levels
- poor infrastructure facilities
- global threats to the economy
- Increasing competition due to mushroom growth of colleges without quality education
- congested class rooms
- No dynamism in the curriculum
- Rush for particular subjects
- Teacher transfers
- Non availability of permanent teachers
- Lack of particular research labs
- No collaborations with industrial concerns

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

The College runs PG, UG and ADD on courses to with the emphasis on quality and innovative outcomes. The course content focuses on the inculcating creativity, leadership and other skills among the learners. Currently the College has 24 departments for UG and two depts. for PG 1500 plus enrollment. Recently the Semester system has been introduced from 2015 & now the Choice Based Credit System has been introduced to give the freehand to the learners in choosing the course they are more interested in .Recently we have got approval to start new course as Tourism And Hotel Management, Retail, Banking, Finance And Insurance, Computer

Application For UG And M.A Persian And M.A Arabic for PG.

### **Teaching-learning and Evaluation**

The College has now the strong faculty base with the recruitment new teachers by filling the vacant posts and thus improving the teaching –learning environment. The admission system is fair and transparent and works on the merit basis. The SC/ST/OBC and other reserved categories are given the relaxation.

The College displays the Academic schedule, academic calendar, staff position, course offers and other information on Website and same is published in the College prospectus to inform the students and new aspirants from the far flung areas given the hilly and tough terrain of the region. The exams are conducted by the University of Jammu and the results are displayed well in time.

### **Research, Innovations and Extension**

There is no special research faculty or department in the college, however the faculty and the students are encouraged to go for research, publish papers, articles in research journals, magazines and Newspapers. The course content has the provision for education and subject tours for the learners. The faculty is encouraged and permitted to go for research Faculty Improvement Programmes or on part-time basis, to attend/organize conferences, seminars ,workshops and other events like Orientation and Refresher courses.

### **Infrastructure and Learning Resources**

The College has 126.12 Kanals of land, with administrative block, 16 class rooms, 10 laboratories, one library, one reading room, 4 staff quarters, one girls hostel, one boys hostel, two play grounds, Internet facility, Desktop facility to department, one, staff room, two smart class rooms, one conference hall , 10 broadband connection, two photocopiers, one Genset for power backup . Fresh infrastructure facilities under process are Jiofi network of the campus, new administrative block, 8 class lecture theaters.

### **Student Support and Progression**

The College has career and counseling cell, sports committee, cultural committee, seminar/debate/workshop committees to ensure the personality development, career development and encourage their participation in sports, cultural and other activities. There is provision for placement drives for the final semester students through UDAAN Project ,a special initiative for the state of Jammu and Kashmir as a partnership between corporates of India and Ministry of Home Affairs implemented by National Skill Development Corporation to provide an exposure to the unemployed graduates to the corporate sector and access of corporate sector to the pool of young talent ,where different corporate visit the college every year to select the

students for training cum placement.

Financially for the poor students the institution has Mutual Benefit Fund scheme and for Meritorious, reserved category and differently abled students there are different Centre Govt. Schemes to benefit the students from these categories.

### **Governance, Leadership and Management**

As the education is the key to the economic development of the India, so governance, leadership and managerial skills and qualities must be the part of the education system. So the College faculty has membership in Academic Council, Board of Studies at the University to have and ensure that curriculum , co-curriculum contents encourage these skills amongst the learners. Further at the Institution level there are academic, advisory, discipline, financial, audit, exam, admission and other committees with the heads of the department and other faculty members as conveners. The Head of the institution delegates the powers and authority to these committees and intervenes when need is felt to ensure the smooth conduct of the administrative and academic affairs, to promote the productive work culture by involving all the functionaries /employees of the college. This helps the institution to ensure the best management of the physical, human and financial resources.

### **Institutional Values and Best Practices**

The College is committed the National Green Initiatives and the eco-friendly policies, so the employees and the learners are encouraged to be the part of green initiatives and conservation of natural resources. The best practices at the institution are: adoption of nearby by villages by the NCC and NSS Volunteers ,Solar energy plant, herbal garden, organizing Swacch Bharat Abhiyan campaigns,ensuring polythene free campus, Save Energy Campaigns,Couseling sessions, taking feedback from the students-attendance of the employees, DBT for salaries, remedial classes for the weak learners, Using ICT for class room teaching, promoting recycling, reusing and reduce using of things in day today life activities etc.The College is soon going for e-library and e-management once the Jiofi facility is ensured by the Reliance Company.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVERNMENT DEGREE COLLEGE
Address	Govt. Degree College Bhaderwah District Doda
City	Bhaderwah
State	Jammu And Kashmir
Pin	182222
Website	<a href="http://www.gdcbhaderwah.com">www.gdcbhaderwah.com</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	S.S Bhalwal	01997-244155	9419910916	01997-1997244155	principalgdcbhaderwah@gmail.com
Associate Professor	Nisar Ahmad Bulla	01997-9419159432	9419159432	01997-	bullahnisar@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	09-08-1955

**University to which the college is affiliated/ or which governs the college (if it is a constituent college)**

State	University name	Document
Jammu And Kashmir	University of Jammu	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	09-08-1957	<a href="#">View Document</a>
12B of UGC	09-08-1957	<a href="#">View Document</a>

**Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)**

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

**Details of autonomy**

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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**Recognitions**

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

**Location and Area of Campus**

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Govt. Degree College Bhaderwah District Doda	Rural	15.75	24562

## 2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No. of Students Admitted
UG	BA, Ba	36	Hr. Secondary	English, Hindi, Urdu	1002	1002
UG	BSc, Bsc	36	Hr. Secondary	English	529	529
UG	BCom, Bcom	36	Hr. Secondary	English	14	14
UG	BCA, Bca	36	Hr. Secondary	English	18	18
PG	MSc, Pg Chemistry	24	Graduation	English	40	38
PG	MA, Pg Urdu	24	Graduation	Urdu	40	30

### Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				8				53			
Recruited	1	0	0	1	8	0	0	8	26	4	0	30
Yet to Recruit	0				0				23			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				13
Recruited	10	2	0	12
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				13
Recruited	6	7	0	13
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				27
Recruited	23	3	0	26
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				4
Recruited	4	0	0	4
Yet to Recruit				0

### Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	1	0	0	0	0	0	1
Ph.D.	0	0	0	1	0	0	3	0	0	4
M.Phil.	0	0	0	0	0	0	7	1	0	8
PG	0	0	0	6	0	0	17	3	0	26

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	4	1	0	5
M.Phil.	0	0	0	0	0	0	2	0	0	2
PG	0	0	0	0	0	0	14	6	0	20

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	2	2	0	4

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	954	0	0	0	954
	Female	609	0	0	0	609
	Others	0	0	0	0	0
PG	Male	29	0	0	0	29
	Female	39	0	0	0	39
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	110	95	127	162
	Female	67	71	81	114
	Others	0	0	0	0
ST	Male	51	62	72	84
	Female	27	28	28	40
	Others	0	0	0	0
OBC	Male	9	14	12	18
	Female	2	3	3	6
	Others	0	0	0	0
General	Male	404	340	629	595
	Female	296	268	354	413
	Others	0	0	0	0
Others	Male	145	171	34	124
	Female	64	71	85	75
	Others	0	0	0	0
Total		1175	1123	1425	1631

### 3. Extended Profile

#### 3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 30

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	9	9	9	9

#### 3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1631	1425	1123	1177	1186

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
703	665	514	477	462

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
317	328	214	269	318

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

### 3.3 Teachers

#### Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
39	29	23	23	24

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

#### Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
62	62	62	62	62

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.4 Institution

#### Total number of classrooms and seminar halls

**Response: 13**

#### Total Expenditure excluding salary year-wise during the last five years ( INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
123.08	135.83	77.55	36.03	69.68

#### Number of computers

**Response: 56**

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

**1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process**

**Response:**

**Answer:** We adopt and implement the course curriculum framed and designed by the University of Jammu in accordance with the increasing standards of education at the national and international levels and also based on local issues and concerns pertaining to socio-cultural, economic and environmental significance. While framing and designing of the course curriculum the University arranges for Board of Studies Meeting where faculty representatives from the college participate in the discussions regarding inclusion of course contents as per the existing requirement and relevance. The University lays down a broad frame work of the course curricula and the college chooses the course structure in accordance with the infrastructural and human resource availability. However under the currently introduce Choice Based Credit System(CBCS) maximum possible subject combinations are offered to the students.

To ensure effective delivery of the curriculum:

A well administered admission process provides equal opportunity to the students to opt the courses of their choice under the regulations of CBCS system. The students are issued the pamphlets of College prospectus at the time of their admissions that contains course structure available to be offered to them. In addition to this prospectus also contains other information about various aspects of college functioning. The students are also given counseling services at the time of admission about the scope and career opportunities of various course curricula.

**HoDs Meetings:** At the start of the session HoDs hold meetings regarding framing of the class and teacher's Time-table in accordance with the required time allotted to various courses depending upon their credit structure. An effective strategy is worked out to ensure quality time utilisation and no compromise with efficiency.

**Academic Calendar/schedule:** We lay down the academic schedule every year in the beginning of the Session so that the syllabi may be completed in a time bound manner to achieve the better programme outcomes.

**Lesson Plans:** The faculty members set the lesson plans during the active academic session to impart the knowledge in an effective way to the learners.. The lesson plan makes it clear the purpose of the contents to be taught and discussed, its relevance in the past, present and future context.

**Vision and Mission:** All the departments and faculty members follow the vision and mission of the Institution and accordingly follow the delivery mechanism to ensure that the learners we do produce are innovative, creative, and honest, dedicated.

**Notice boards/Social Media:** All the notices, information about the forthcoming events are displayed on

*the notice boards installed in the college so that the students may be updated about the current information upto date and upto speed. This serves as the best and centralized information system for the learners and the staff. Also the social media as whats app and face book are used to share the information for the students, staff and the public. Even the print and other electronic media are utilized for services to spread the information.*

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 1.1.2 Number of certificate/diploma program introduced during the last five years

**Response:** 0

#### 1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Minutes of relevant Academic Council/BOS meetings	<a href="#">View Document</a>
Details of the certificate/Diploma programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

**Response:** 36.23

#### 1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	1	1	0	1

File Description	Document
Details of participation of teachers in various bodies	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

<b>1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years</b>  <b>Response: 0</b>	
1.2.1.1 How many new courses are introduced within the last five years	
File Description	Document
Minutes of relevant Academic Council/BOS meetings.	<a href="#">View Document</a>
Details of the new courses introduced	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

<b>1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented</b>  <b>Response: 44.44</b>	
1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.	
Response: 4	
File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>
Minutes of relevant Academic Council/BOS meetings.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

<b>1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years</b>  <b>Response: 0</b>	
1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years	

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3 Curriculum Enrichment

#### 1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

##### Response:

*Answer: Apart from imparting education based on the formal structure of course curriculum the college also endeavours to promote the awareness and knowledge about gender disparity and discrimination as well as the concerns of environment and sustainability along with the universal human values and professional ethics among the students. We have constituted college gender champions group comprising of both male and female students who work for spreading awareness about the socializing forces responsible for gender disparity and discrimination and to suggest remedial majors thereof. This group works under the supervision of designated faculty members to organize seminars and debates to spread awareness about gender issues.*

*The health of environment is main stay for any economic/developmental activity. The climatic change and global warming are the big challenges to the environment. The college organizes symposia and debates to discuss the environment related issues especially promoting green technology and green practices within the campus. We have installed solar energy harnessing system within the college. Single use plastic in the form of plastic bags and bottles is completely banned inside the campus. Further the college has introduced environmental studies at various levels in the course structure.*

Along side the routine teaching of formal courses students are also taught the universal human values and professional ethics. This improves the personality attributes of the learners apart from the learning of updated knowledge/ information and cutting edge skills. There is a mechanism of providing guidance and counseling services to the students by the teaching faculty outside the routine academic frame work where issues pertaining to human values, spiritual education, truthfulness are discussed to develop a deep sense of humanity among the students.

To ensure social harmony and discipline among the students the college has constituted sexual harassment prevention and redressal and anti ragging cell which are comprised of the student representatives and faculty members. The complaints of any sexual harassment case or for that matter of ragging case are taken up seriously and settled as per the frame work of the college rules and regulations. This type of mechanism

develops a sense of safety and security and confidence among the students about the institutional mechanism of redressal of such issues.

File Description	Document
Any Additional Information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

**Response:** 0

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

File Description	Document
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>
Brochure or any other document relating to value added courses.	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking field projects / internships

**Response:** 73.57

1.3.3.1 Number of students undertaking field projects or internships

Response: 1200

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise**

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above****Response:** B.Any 3 of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

**1.4.2 Feedback processes of the institution may be classified as follows:****A. Feedback collected, analysed and action taken and feedback available on website****B. Feedback collected, analysed and action has been taken****C. Feedback collected and analysed****D. Feedback collected****Response:** A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0

##### 2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of students (other states and countries)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.1.2 Average Enrollment percentage (Average of last five years)

Response: 0

##### 2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

##### 2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 2.1.3 Average percentage of seats filled against seats reserved for various categories as per

**applicable reservation policy during the last five years****Response:** 100

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
703	665	514	477	462

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**2.2 Catering to Student Diversity****2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:**

**Answer:** The institution has internal assessment system, external exam system and the random class test, the projects and market surveys, the tour reports, the performance in debates, discussions, quiz competitions etc to measure the Program Outcomes (POs) & Course Outcomes (COs) as the direct methods and the surveys, comments on social media or field reports of the exit learners as the indirect methods. Adding the two becomes the total measure. However the ready method is internal assessment system with 20% weightage and external exam system with 80% weightage.

**Judging the different learners:** To judge the slow learner and advance learners we have all direct methods as mentioned above. On the basis of outcomes the differential approach is adopted for the different level of the learners so that the slow learners can progress further and the fast learners are motivated to perform further.

**Strategies for the slow learners:** We do conduct remedial/extra classes and even individual approach where the teacher deals with the single learner to solve his/her problem. Such learners are encouraged to pose problems and are helped to solve them. We also write to their parents for absenteeism or call their parents and talk to them on the performance of their wards. Further we do counsel the slow performers and motivate them to improve their performance.

**Strategy for the advanced learners:** They are identified from the performances in the class, labs etc and they are further motivated to excel. They are given new types of challenges and tasks to be performed. This increases their interest and keeps up them innovating.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

**2.2.2 Student - Full time teacher ratio****Response:** 41.82

File Description	Document
Any additional information	<a href="#">View Document</a>

**2.2.3 Percentage of differently abled students (Divyangjan) on rolls****Response:** 0**2.2.3.1 Number of differently abled students on rolls**

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

**2.3 Teaching- Learning Process****2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences****Response:***Answer: For student centric methods we do encourage :*

*I. Experiential learning through labs/market visits/market surveys/field visits/site inspection to have the practical knowledge .Every year the learners in sciences and arts including subjects as Geography, Economics,Environment Science etc practice this type of learning.*

*II.Participative learning by encouraging Group discussions, debates and quiz competitions etc. The method gives them opportunity to express their opinions and thoughts freely. This generates the interest among the learners to participate in the discussion/debates/seminars etc. The improves the performance of the learners and they come to know how to solve the problems, understand their responsibility .The learners collect the information from the library, internet and peer groups and even from the teachers. The teachers take the record of all observation in the class or in the events.*

*III. Problem solving methodologies include the mock test for the final semester students or all students by exposing them to tests based on competitive/university entrance exams which include reasoning and mental ability skills. Not only this the common entrance test for final year/semester students are conducted every year by the University, even other competitive exams are conducted by the state Service Selection Board.*

*Our students get the opportunity to sit in these exams and are benefited.*

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

**Response:** 153.85

#### 2.3.2.1 Number of teachers using ICT

Response: 60

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Provide link for webpage describing the " LMS/ Academic management system"	<a href="#">View Document</a>

### 2.3.3 Ratio of students to mentor for academic and stress related issues

**Response:** 19.89

#### 2.3.3.1 Number of mentors

Response: 82

File Description	Document
Any additional information	<a href="#">View Document</a>

### 2.3.4 Innovation and creativity in teaching-learning

**Response:**

**Answer:** For innovative & creative teaching-learning we have:

*I. Subject based seminars: All the faculty members organize the seminars/others events based on their subjects. The subject wise calendars are laid down and are submitted to the IQAC of the college where the centralized calendar is set so that other departments/faculty members can also participate or inter-departmental seminars are organized.*

*II. Power point presentations: The faculty/students especially PG students are encouraged to go for power point presentation to discuss their topics on which seminars are conducted. We give them opportunity to go for deep research on topics, prepare power point presentation. The panel of experts from the senior faculty members judges the performance of the presenters. The event is followed by the technical session where the questions/queries from the audience are addressed.*

*III. Guest lectures: For some topics from the subject and some general topics the guest lectures are provisioned by bringing the experts from different fields as Law, Banking, Judiciary, Education, Socialist, Human rights, Information technology etc.*

*IV. Tours and industrial visits: The college has provision for educational tours and industrial visits depending upon the subject profile. For instance the learners from Environmental Sciences /Geography visit to the Industrial units/sites for the field studies/surveys etc. The educational tour is organized by selecting students from different subjects but depending upon budget. However local level tours are organized.*

File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

**Response:** 44.52

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>

### 2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

**Response:** 18.3

#### 2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	4	4	4	6

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>

### 2.4.3 Teaching experience per full time teacher in number of years

**Response:** 8.95

#### 2.4.3.1 Total experience of full-time teachers

Response: 349

### 2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

**Response:** 0

#### 2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of award letters (scanned or soft copy)	<a href="#">View Document</a>

### 2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

**Response:** 0

#### 2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

#### Response:

**Answer:** For reforms and sweeping changes in Continuous Internal Evaluation System we do focus on Internal assessment tests, class tests, mock test, re-tests for weak performers, different tests for quick learners, organizing motivation and guest lectures, sharing test outcomes with the learners, encouraging them to improve performance, remedial classes for weak performers, providing extra learning resources to needy and poor learners, use of ICT and social media to keep the learners updated.

Also the feedback is taken from the social activists, industrialists, academicians to keep the changes on. As from 2015 onward we have semester system and from 2017 onward we have CBCS system which aims at the overall development of the learners, so the system is designed in such a way that the evaluation is a continuous and a non-stop process. This system keeps on improving the performance of the learners as after every six months he/she has to face the external exams and before that he/she has to face assignments, written tests, projects, field studies, surveys etc

For reforms we have Exam Committee, Internal Assessment Committee under College Controller of Exam who convenes meetings from time to time to ensure that the assessment system works efficiently and for the betterment of the learners. The examination committee sets the internal examination schedule, the centralized datasheet is laid down well in advance and the papers are set properly to conduct the internal assignment test, and the internal assessment committee ensures that the evaluation is performed well in time so that the records are submitted in time to the University for the final results. The internal records are countersigned by the Principal of the College and then by the University Inspection Team constituted for the purpose before final submission.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

#### Response:

**Answer:** To ensure the transparency in the internal assessment system:

- We display the centralized date sheet at the Notice Boards and even social media is used by the

staff for the information sharing.

- Question papers are set up for the internal assessment tests on the pattern of term end exam papers.
- We share the scores with the learners; identify the weak and the advance learners.
- We have the mentors to advise and motivate the slow learners.
- We ensure to seat the slow learners with the quick ones.
- The concerned subject teachers take the necessary steps to ensure the efficiency mechanism system on this aspect.
- We conduct remedial classes for the weak and slow learners
- Regular class test are conducted by the teachers to assess the performance.
- The learners are subject to training in the classes through tests, seminars and debates etc on the subject relate topics and even when institutional level programmes are organized they get the opportunity to perform on the stage.
- The poor performers are given the chance to improve by re-appearing in the internal assessment test.
- The assessment record is prepared well in time by the concerned faculty members, get checked first by the Internal Assessment Committee of the College and then by the Principal and finally by the University appointed Inspection Team.
- Once the checking process is completed the record is submitted immediately online as well offline i.e. soft as well hard copies of all programmes, for further processing, so that the result is processed well in time for the benefit of the learners.
- Any discrepancy, if noticed is immediately rectified online as well as offline so that students do not suffer in their further studies.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

#### Response:

**Answer:** The grievances can be related to internal or external exams or both. We have the redressal mechanism with the College controller of exams as the Chief Officer of the exam/committee. Any student can give written complaint to the principal of the College, the Principal marks and forward the complaint to the Redressal Mechanism Committee if the complaint is related to internal exam for the resolve. But if the complaint pertains to the external exams then the committee forwards the matter to the Principal for taking up the issue with the University authorities. The issues are resolved in a time bound manner and if the need arises special representatives are deputed to the University of Jammu to which the College is affiliated for the speedy disposal. Recently we received application from final semester students related to evaluation of English paper where majority of students have been shown reappear due to some error. The matter has been forwarded to the controller of examination university of Jammu for the necessary rectification. Further special representative were deputed to get the response at the earliest. Again there

was problem in BCA marks sheets for sem-I students, the case has been forwarded to the university authorities for necessary rectification.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 2.5.4 The institution adheres to the academic calendar for the conduct of CIE

##### Response:

**Answer:** The Principal, HoDs, Controller of Exams, In charge Time Table well in the beginning of the session chalk out the strategy so that the syllabus is covered well in time, internal assignments /practical and external exams and practical are adhered as per the academic calendar and time table. All are taken into confidence to ensure the follow up of the Academic calendar so that the learners are benefited to the maximum extent. The time table is set well in advance before the onset of the session so that the class work does not suffer. The time table reflects the timing, allotment of the class room, sections with roll numbers to avoid any clash or confusion among the learners. The time table copy is widely circulated among the faculty members, copies are displayed over the Notice Boards and also uploaded on the College Whats app group to keep the learners and the faculty informed.

The college runs from 10am to 4pm in the summer and 10:30am to 4pm in the winter. Accordingly the time table is stretched and the faculty members follow the time table.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

**2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students**

##### Response:

Answer :

**1.BA:**

**2.BSc:**

**3.B.Com****4.BCA****5.PG URDU****6.PGCHEMISRY****7.Certificate Course**

Once the results are declared out by the University, the outcomes of all the programmes semester wise are available online, the result gazettes are mailed to the College and the even Hard copies are dispatched. The college collects the data on Programme outcomes and keeps in the record files. As the college collects the data for all programmes and maintains the record for the same. The learners have easy access to result online and even they can access to result on their smart phones .Further every year o we make the outcomes available on the website and same is communicated to the staff and the students.

File Description	Document
COs for all courses (exemplars from Glossary)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### **2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution**

**Response:**

**Answer: :** The institution has internal assessment system, external exam system and the random class test, the projects and market surveys, the tour reports, the performance in debates, discussions, quiz competitions etc to measure the Programme Specific Outcomes(PSOs) & Course Outcomes(COs) as the direct methods and the surveys ,comments on social media or field reports of the exit learners as the indirect methods. Adding the two becomes the total measure. As and when the outcomes for all programmes/courses are available, the institution collects and compiles the data and analysis of outcomes is performed. Proper and thorough evaluation is done and necessary strategy and approach is adopted to introduce the corrections and improve the outcomes. The strategy includes the focus on weak areas, remedial measures, motivational approach for learners, refresher/orientation courses for the teachers to keep them updated and, financial aid to the poor and the needy learners, fixing up loopholes in the time table/class work conduct, guest lectures, providing access to updated contents for the learners, focus to improve library facility and provision of books etc.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 2.6.3 Average pass percentage of Students

**Response:** 57.4

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 221

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 385

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

**Response:** 2.62

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)**

**Response:** 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.0	0.0	0.0	0.0	0.0

#### File Description

#### Document

List of project and grant details

[View Document](#)

**3.1.2 Percentage of teachers recognised as research guides at present**

**Response:** 15.38

3.1.2.1 Number of teachers recognised as research guides

Response: 6

#### File Description

#### Document

Any additional information

[View Document](#)

**3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year**

**Response:** 0

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 28

### 3.2 Innovation Ecosystem

### 3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

#### Response:

*Answer: The college has taken many steps to make this institution a Centre of excellence by promoting innovative practices in teaching -learning and other aspects of its functioning. Given the constraints of infrastructure and human cum financial resources, the research activities are at any infancy stage. However promotion to innovative practices and awareness about research among the teachers and the students is carried out through organizing seminars, workshops and special contact programmes with guest faculty. Currently we do not have any special Incubation Centre, yet we have devised some mechanism to create the innovative ecosystem and ensure the creation and transfer of knowledge. We have different talks, regular meetings with the experts from the different field which include law, banking, insurance, research, administration, politics, entrepreneurship, industry, agriculture, economy, science sociology, psychology, doctors, engineers, tax consultants etc to make the students aware about the different fields. Also we do organize the debates, seminars and workshops on these aspects. For instance Dr David Harkin of USA delivered talk on communication skills in 2015, Dr O.P. Vidyarthi, Chief Conservator Forest & K delivered tree talk, Dr Anema Lungar Ex Dean Student Welfare, University of Jammu delivered lecture and interacted with Botany Deptt. in 2015. During 2017-18 the college organized two work shops and one national seminar. In the national seminar more than 35 research papers were received and were presented before delegates and the other participants in the seminar. Such activities encourage the students and the faculty to write the research papers, articles and books creation, construction and transfer of knowledge.*

### 3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

#### Response: 3

#### 3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	0	0	0

File Description	Document
Report of the event	<a href="#">View Document</a>
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>

## 3.3 Research Publications and Awards

**3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research****Response:** No

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards****Response:** Yes

File Description	Document
e- copies of the letters of awards	<a href="#">View Document</a>

**3.3.3 Number of Ph.D.s awarded per teacher during the last five years****Response:** 0

3.3.3.1 How many Ph.Ds awarded within last five years

3.3.3.2 Number of teachers recognized as guides during the last five years

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>

**3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years****Response:** 0.69

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
14	0	0	3	2

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

**Response:** 1.23

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
23	6	3	1	1

File Description	Document
List books and chapters in edited volumes / books published	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 3.4 Extension Activities

### 3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

**Response:**

*Answer : Our college regularly encourages the extension activities in neighborhood community in terms of impact and sensitizing students on social issues as all learners in general and NCC, NSS volunteers in particular do participate in activities as disaster awareness, aids awareness, anti –drug day, seminar on gender empowerment, awareness on traffic rules and road safety, afforestation. They events are organized by poster displays, organizing rallies and even visit to the institutions as hospitals, schools, offices etc. As NSS volunteers conducted seven days winter camp at village Manthla, Bhaderwah from 1-7 January, 2015 where 35 volunteers participated in the activity to aware the villagers on role of education, how to improve farming practices, motivating them to practice cultivation of medicinal herbs, bee keeping, mushroom cultivation action the site the faculty members also interacted with villagers on different aspects to improve the socio-economic conditions of the villagers .*

*In 2014 in collaboration with 4RR Bihar a seminar on National Integration was organized in the College where the learners from nearby Higher Secondary Schools were invited to attend the seminar. The seminar*

was presided over by Mr. Ravi, Col. 4RR from Bihar. In this seminar Miss Sandya Wazir from KV Bhaderwah got the first position, Miss Atoofa and Mr. Mudaser of this college got 2nd and 3rd position.

In 2013 Rally on Drug Trafficking was organized which passed through different streets and populated areas of Bhaderwah with slogans bearing play cards on uses and abuses of drugs.

In 2014 in collaboration with WWF, J&K, as a part of month long National Environment Awareness Campaign was organized in which painting competition, cleanliness drives, lectures and talks on biodiversity and other activities were organized. The participants were students, faculty and the civil society members.

Legal Awareness programme was organized in 2015 where Mr. Brij Mohan Gupta, District and Session Judge was the Chief guest. The legal experts delivered talks on legal clinics, human rights, female feticide and child labour etc.

In 2017-18 the NSS and NCC volunteers and other students of the college took following initiatives such as:

Cleanliness drives within the campus.

Swachh Bharat Internship by spending 100 hours in the adopted villages of Bhaderwah.

15 days Swachhta Pakhwada successfully organized and accomplished by NSS volunteers.

Environmental rally on world environmental day.

Run for unity programme and pledge for corruption free India.

Awareness programme on cashless/ digital economy.

Campaigns on discouraging single use plastic such as polythene bags and bottles.

Blood donation camp organized in collaboration with HDFC Bank and District Sub Hospital Bhaderwah.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

### 3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>

### 3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

**Response: 25**

#### 3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	14	6	0	0

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

**Response: 20.65**

#### 3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-

Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
500	400	500	0	0

File Description	Document
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.5 Collaboration

**3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years**

**Response: 11**

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	2	0	1	2

File Description	Document
Number of Collaborative activities for research, faculty etc	<a href="#">View Document</a>

**3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)**

**Response: 0**

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>

NAAC

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.**

**Response:**

**Answer.:**Our college has following infrastructure facilities for teaching-learning as listed under:

**Administration Block:** We have administrative block with Principal chamber, attached computer chamber, Establishment section and Accounts section, Receipt & dispatch section

**Staff room:** We have well furnished staff room as well as retiring room, presently used as ladies staff room.

**Class rooms:** We have 15 class rooms with customized desks and proper ventilation and are well furnished.

**Smart Class Rooms:** We have two smart class rooms with projector facility where the audio-video class teaching is performed.

**Laboratories:** We have 11 labs for science subjects and one computer lab. All labs are well equipped.

**Conference Hall/Auditorium/Seminar Hall:** We have well furnished conference hall which is used for exam as well as auditorium, so it multipurpose hall.

**Library:** We have well equipped library from where the learners can get books issues and even use reference books.

**Reading room:** We have well equipped reading room with different magazines and newspapers for the learners.

**Girls common room:** We have well designated Girls common room for the girls to sit and read during the free time.

**Girls Hostel:** We have well furnished girls' hostel, however presently we are using it for PG classes.

**Boys Hostel:** We have boys hostel which can accommodate 300 students

**Staff quarters:** We have two staff quarters with the provision of eight families where the non-local staff can put up.

**Facilities:** The college has following facilities that assist in teaching-learning process: They are:

**i. Bus Facility:** The college bus caters the needs of the learners on different routes.

ii.**Internet Facility:** There are 10 broadband connections and very soon the college will be having the Jiofi network.

iii.**Edusat Hub:** The edusat hub helps to attend the online lectures with question, answer session for the learners which are delivered from the central hub.

iv.**Canteen facility:** The facility caters the refreshment needs of staff and the student

v.**Photostat:** We have installed one photocopier in the library for the benefit if the students and the students can get photocopies at concessional rate i.e. half of the market.

**Upcoming:** We are expecting new Administrative block to be ready and complete Jiofi networking of the campus before the end of 2018 .This will add to our infrastructure facilities.

Table :Infrastructure facility summary area wise

S. No.	Name	Total Area/Size
1	College Stadium	153333 sq. feet
2	Central Lawn	16765 sq. feet
3	Arts block+ Principal Office+ Girls Hall	12038 sq. feet
4	College Library	4825 sq. feet
5	MP/Conference Hall	3144 sq. feet
6	Botany-Zoology Dept.	4968 sq. feet
7	Chemistry-Physics-BCA Dept.	7537 sq. feet
8	Geography Dept.	1752 Sq. feet
9	Electronics Dept.	1555 Sq. feet
10	PG Urdu. Dept.(Girls Hostel)	3383 Sq. feet
11	College Ground (in front of PG Urdu Dept.)	39681 sq. feet
12	Parking	5707 sq. feet
13	Staff Quarters	4800 Sq. feet
14	Boys Hostel	4900sq.feet
Total area		264388sq.feet/24562sq.mtr

#### 4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities

##### Response:

**Answer:** The college has no permanent special physical activity teacher, however we do engage Physical activity teacher under Government academic arrangement system and we do have sports committee to promote the indoor and outdoor games as well encourage the students participation in local, regional, national level competitions. Every year our students participate at inter-college level and University level events and bring the laurels for the institution. We have two play grounds where the students do participate in different outdoor games as Cricket, Volley ball, Basket ball ,Badminton, Kho-Kho, Kabbadi. For indoor games as Chess ,Table Tennis ,Carom there is games activity hall where different teams of

students do play these games. The physical infra sports include:

1. **Stadium:** We have a stadium on the backside of the college building used for different sports activities.
2. **Playground:** We have playground in front of the college building where the learners do play.
3. **Table Tennis Hall:** We have TT hall where the students play indoor games.
4. **Girls lawn** area for Bad Minton and Kho-Kho etc
5. **Main College Lawn** with benches for rest, leisure and other general activities.

**Cultural Events:** We have cultural committee at the college level to promote the cultural events at the institutional level, state level or the national level. Every year the college encourages our students do participate and organize fare well, annual day, Display your talent events.

Table :Infrastructure facility summary area wise

S. No.	Name	Total Area/Size
1	College Stadium	153333 sq. feet
2	Central Lawn	16765 sq. feet
3	Arts block+ Principal Office+ Girls Hall	12038 sq. feet
4	College Library	4825 sq. feet
5	MP/Conference Hall	3144 sq. feet
6	Botany-Zoology Dept.	4968 sq. feet
7	Chemistry-Physics-BCA Dept.	7537 sq. feet
8	Geography Dept.	1752 Sq. feet
9	Electronics Dept.	1555 Sq. feet
10	PG Urdu. Dept.(Girls Hostel)	3383 Sq. feet
11	College Ground (in front of PG Urdu Dept.)	39681 sq. feet
12	Parking	5707 sq. feet
13	Staff Quarters	4800 Sq. feet
14	Boys Hostel	4900sq.feet
Total area		264388sq.feet/24562sq.mtr

#### 4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

**Response:** 38.46

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

**Response:** 5

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>
any additional information	<a href="#">View Document</a>
Link for additional information which is optional	<a href="#">View Document</a>

#### 4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

**Response:** 43.18

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
68.16	47.37	42.0	14.78	21.22

File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>
Audited utilization statements	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

### 4.2.1 Library is automated using Integrated Library Management System (ILMS)

**Response:**

**Answer : YES**

College central library holds rich learning resource in the form of text books ,reference books ,reputed journals and magazines.This learning resource can be conveniently accessed by the students.We have adequate provision of all kinds of books and keep procuring new books with updated and advanced knowledge information specifically meeting the demands of students as for as changes in course curricula is concerned with reviewing and updating of syllabi by the Jammu University.The library is fully computerized and the process of its automation is presently underway .The work order of library automation has been contracted to Data Info-Services who has been directed to complete the automation process upto date and upto speed.This will add to the value of accessing library holding of the resource by the students.Once the automation work is completed, the next step will be upgradation of seating

arrangements for the students, faculty and other stakeholders. By adding networking/internet services the stakeholders will have an access to the online teaching learning resource including e-books, e-journals, magazines, news papers and other literary sources.

- Name of ILMS software : Data Info- Services
- Nature of automation (fully or partially) : Fully
- Version : Latest Koha 17.05
- Year of Automation : 2018

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

##### Response:

**Answer:** We have following collection of different knowledge resources year wise as under with book number, title of the book and cost of the book respectively.

2013-14

31928 Dictionary of Environmental Sciences English Rs.1595

31955 Medicinal Plants Cultivation English Rs. 925

31966 Message to Youth English Rs. 1050

31998 Investing in Globalization Rs. 1175

2014-15

32469 Women Empowerment Rs. 550

32467 Glimpses of our Culture Heritage Rs. 425

32662 Meri Yadoon K Chinar Rs. 120

32792 A Dictionary and Glossary of Quran Rs. 250

33099 English Literature 16th to 18th Centuries Rs. 325

2016-17

33163 From Plassey to Partition and After Rs. 392

33171 The wonder that was India Rs. 1295

33177 Family kinship and marriage in India Rs. 550

33279 Encyclopedia of Education Rs. 2800

33291 A compendious History of English Rs. 525

33301 Elementary Learners English Urdu Dictionary Rs. 450

33305 Oxford English Hindi Dictionary Rs. 265

33314 Dictionary English to English and Urdu Rs. 340

33555 Mirza Alqath Farsi Urdu Rs. 975

33673 General Studies civil service preliminary exam Rs. 995

33679 Indian Art and Culture Rs. 425

2017-18

33932 Netaji Subash Chander Bose Rs. 880

33933 The Essential Writing of BR Ambedkar Rs. 950

33938 The Pathways to Success Rs. 195

34235 A sage of Colourful Tribe Gujjars Rs. 895

34237 Paharies of J&K Rs. 850

34243 Pangs of Separation Rs. 700

34388 General Studies 2018 English Rs. 1475

34389 Indian Gardner Flowers Rs. 595

Others sources

New Standard Encyclopedia

Encyclopedia of Britain

New Knowledge Encyclopedia

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

#### 4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

**Response:** A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

**Response:** 2.01

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
2.75	2.18	2.7	0	2.4

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

#### 4.2.5 Availability of remote access to e-resources of the library

**Response:** No

#### 4.2.6 Percentage per day usage of library by teachers and students

**Response:** 4.19

4.2.6.1 Average number of teachers and students using library per day over last one year

**Response:** 70

File Description	Document
Any additional information	<a href="#">View Document</a>

### 4.3 IT Infrastructure

#### 4.3.1 Institution frequently updates its IT facilities including Wi-Fi

**Response:**

**Answer :** The college has gone for computerization of its various units of functioning e.g. establishment section, library, accounts section, various departments. This has helped us in integrating various aspects of functioning and updating college information management system. The following steps have been taken in line with the updating of IT facilities including wi-fi :

- More than 50 computers and three laptops with 5 printers and 2 photocopiers.
- 10 broadband connections and one wifi connection
- Two smart class rooms with interactive white board and projectors
- One conference Hall with ICT enabled facilities.
- College Website is maintained with the help of experts and is updated from time to time by

coordinators AISHE and IQAC

- Two Electronic boards

The teaching learning process envisage not only chalk and marker method but also use of smart class rooms is made to facilitate audio video learning in the class rooms. In this regard the HODs are given directions to make the judicious use of the smart class rooms so that maximum number of classes get the access to ICT facility. More than 60% of the staff and especially young staff member can use ICT for the teaching learning process and there by giving the access to the latest technology and exposure to the students.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 4.3.2 Student - Computer ratio

**Response:** 29.13

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

**>=50 MBPS**

**35-50 MBPS**

**20-35 MBPS**

**5-20 MBPS**

**Response:** <5 MBPS

#### 4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

**Response:** Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to photographs	<a href="#">View Document</a>

#### 4.4 Maintenance of Campus Infrastructure

##### 4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

**Response:** 213.86

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
54.92	89.88	38.42	26.08	52.04

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>
Audited statements of accounts.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

##### 4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

**Response:**

**Answer :** The college has a well developed mechanism for maintaining and utilizing the following infrastructure facilities for teaching-learning and extra curricular activities as under:

**A) Physical and Academic Facilities:** We have following physical facilities which are regularly maintain and upgraded from the college resources as well as the resources allotted to the institution from the Govt. sources. Not only this we have support staff to keep the campus neat and clean. Further NSS volunteers other students and all the staff members also remain committed to keep the college infrastructure well maintained. Besides this we have Development Committee To recommend the maintenance and up gradation aspects. We have staff and in charges to keep the check with the duties assigned to them with the accountability and responsibility. The time table committee ensure the judicious use of the class rooms,

library, smart class rooms and the laboratories. The college administration ensure the proper use of the resources and the facilities for the learners as listed below:

**Administration Block, Staff rooms, Class rooms: Smart Class Rooms, Laboratories, Conference Hall/ Auditorium/ Seminar Hall, Library, Reading room, Girls common room, Girls Hostel: Boys Hostel, staff quarters..**

**Facilities:** They include:

**i. Bus Facility: ii. Internet Facility, iii. Edusat Hub: iv. Canteen facility: v. Photostat**

**B) Support Facilities:** The supports facilities are regularly upgraded and maintained .*The college has no permanent special physical activity teacher as of now, however we do engage Physical activity teacher under Government academic arrangement system and we do have sports committee to promote the indoor and outdoor games as well encourage the students participation in local, regional, national level competitions. Every year our students participate at inter-college level and University level events and bring the laurels for the institution. We have to two play grounds where the students do participate in different outdoor games as Cricket, Volley ball, Basket ball, Badminton, Kho-Kho, Kabbadi. For indoor games as Chess ,Table Tennis ,Carom there is games activity hall where different teams of students do play these games. The college stadium is not only utilized by the college students but also by the District/ State sports authorities when not in use. The sports committee is responsible and accountable to ensure the judicious use of the sports infrastructure and the participation of the students in different games. The physical infra sports include:*

**1. Stadium 2. Playground 3. Table Tennis Hall 4. Girls lawn 5. Main College Lawn .**

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

**Response:** 11.7

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
316	186	150	82	68

File Description	Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	<a href="#">View Document</a>

#### 5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

**Response:** 10.12

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
337	196	138	28	18

#### 5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

**A. 7 or more of the above**

**B. Any 6 of the above**

**C. Any 5 of the above**

**D. Any 4 of the above**

**Response:** D. Any 4 of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### **5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years**

**Response:** 5.24

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
63	71	76	65	60

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### **5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**

**Response:** 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the students benefitted by VET	<a href="#">View Document</a>

### 5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

**Response:** Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1 Average percentage of placement of outgoing students during the last five years

**Response:** 0

#### 5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of student placement during the last five years	<a href="#">View Document</a>

### 5.2.2 Percentage of student progression to higher education (previous graduating batch)

**Response:** 25.87

## 5.2.2.1 Number of outgoing students progressing to higher education

Response: 82

File Description	Document
Details of student progression to higher education	<a href="#">View Document</a>

## 5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 22

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
20	5	11	6	13

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
50	50	50	50	50

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>

## 5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 0

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

#### Response:

*Answer :Students are the main stakeholders in any educational institution.To make the decision making process inclusive and participatory there are presently 30 college committees entrusted with specific domains of college activity or functioning under the aegis of College Principal.These committees apart from being comprised of faculty members also have some student representatives.Various student bodies which are non-political have been constituted to provide a platform to the students to share their experiences and express their grievances and also healthy suggestions for bringing out reforms in various aspects of college functioning in a student friendly manner.A general student council ,student grievances cell,student cultural cell etc have been constituted by a well well organized election process.This enables the college central administration in collecting feed back from the students about their teaching -learning and other experiences.*

*Not only this, we have interactions with the alumni associations who contribute to the college from time to time from their respective areas of concern. They give us feedback and we do take action on the suggestions. Further we have constituted students houses such as Tagore house, Gandhi House, Patale House, Kalam House etc to inculcate social values and principles and a sense of belongingness among the students.Each of such house has student leaders designated as captains and vice captains who apart from contributing towards curricular and co-curricular activities of the college also help in maintaining the discipline and overall conducive environment for teaching learning.*

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 5.3.3 Average number of sports and cultural activities/ competitions organised at the institution

level per year

**Response:** 5.8

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
12	4	4	5	4

File Description	Document
Report of the event	<a href="#">View Document</a>
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 5.4 Alumni Engagement

**5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years**

**Response:**

Answer : *Not registered*

We don't have registered alumni association but yes many alumni contribute to the institution in different forms from their respective fields of activity. Some of the highlights of such contributions by the alumni are as under:

**1. Sh. Gulam Nabi Azad:** The former CM of J&K state **Sh. Gulam Nabi Azad is one of the most prominent alumni of this college .He has contributed in taking forward the vision and mission of the college in many ways. Apart from managing the financial resources for the renovation and replenishment of the college infrastructure, he has successfully introduced two PG courses namely Urdu and Chemistry.**

**2. Justice Janak Raj Kotwal:** He qualified KCS (Judicial) and worked in J&K Sub-ordinate judiciary in different capacities as Munsiff, Sub-Judge and Principal District and Session Judge and was elevated as Justice of High Court and currently he working as a Justice in J and K High Court. **We are proud for having produced such a great luminary serving the society in the field of justice.**

**3. Mr. Sandeep Kumar:** He became first Asstt. Professor in Botany in 2010 and in the same year he qualified KAS, later in 2011 he qualified IFS and in 2012, he qualified IAS. Presently he is DFO, Uttarakhand Cadre.

**4. Dr Iqbal:** He served as Principle of the college from 2006 to 2012 and during his time many development works of the College were started such as expansion and scaling up of lecture rooms, developing parking area, girls toilet block, reading room, college drainage system, girls park and its protection wall. During his tenure IQAC was set up in the college. Even after retirement he contributes by active participating in various college activities and proposing suggestions.

**5. Mr. Qureshi:** He served as District Development Commissioner, Doda and helped us in development works and provided refrigerator facility for the students.

**6. Mr. Sandeep Kotwal:** He got selected as Asstt. Professor in Botany in 2009 & he also qualified KAS in 2010. Presently he is working as Asstt. Professor at GDC Bhaderwah.

**7. Mr. Chander Shekhar:** He qualified NET/JRF in Environmental Science in 2006 and in the year 2010, he qualified KAS & in the same year he qualified ACF. Presently he is working as DFO, Ramnagar in J and K.

**8. Mr. Anoop:** He is Topper for the year 2009 and then qualified KAS. Now he is district information officer and he helps us by giving his valuable suggestions and he also helps us to provide media services

**9. Mr. Jatinder Goswami:** He qualified KAS in 2010 and IAS in 2012. Presently he is working in Indian Railways.

**10. Mr. Sunny Gupta:** He qualified KPS in 2010 and is currently working as Dy. Superintendent in J and K Police.

**11. Mr Manjeet Singh:** He qualified NET 2012 and got selected as Asstt. Professor in Physics 2016 and presently serving in this institution.

**12. Miss Deepa Kak:** She is 2012 Gold Medalist from University of Jammu, qualified NET IN 2012 & 2014, and JRF in 2016, now serving as Asstt. Professor.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

**Response:** <1 Lakh

File Description	Document
Alumni association audited statements	<a href="#">View Document</a>

#### 5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

**Response:** 1

##### 5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

##### Response:

Answer.

##### Vision

To evolve into a premier institute of higher learning and to produce the quality graduates who have the quest for excellence and the capability to serve the society with their intellectual capacity and young talent preserving the national, human and spiritual values.

##### Mission

Our mission is to provide the world class quality education to the learners and training in multiple skills, inculcating in them the scientific temper, scholastic inquest, national, human and spiritual values to keep them inspired and motivated in pursuit of knowledge.

To achieve the mission and the vision following strategic and action plan is devised and termed as IDPS(Institutional Development Plan Strategy to achieve:

(a) **Quality learning**:-to ensure quality we propose to improve teacher taught ratio, introduce smart classes

(b) **Skill development**:-For skill development we propose dynamism in curriculum by introducing mathematical, reasoning, analogical, mental ability, computing skills etc or to have the special crash courses for such skills especially with greater focus on the poor & marginalized students.

(c) **Access to information**:-for better access to information we aspire for provision of at least five books

per candidate till the result, internet connectivity with wi-fi, subscription to news papers local, national, & journals national ,international .

(d) **Providing opportunities to the learners:-**we aspire for quality & ensuring feed back to the students using the ICT, SMS & e-mail supports for transfer of knowledge.

(e) **Developing employment oriented curriculum:-**for this we aspire to have interactions with different corporate sectors to meet the skill gaps to ensure employability of the College produce.

(f) **To strengthen the institution:-** utmost efforts are on to make the institution academically sound, continue with fresh research programs, going for academic, exam, administrative & other non-academic reforms .

#### **Our Action plan envisages :**

**Improving research capabilities:-**The training of the teachers improves the knowledge, competence, skills, capabilities of the teachers & this proves boon to the students. Hence the faculty improvement programmes development programmes need to be organized on continuous basis for the teachers. This deepens the knowledge & skills of the teachers & hence of the students

**Action plan for training technical and other staff in the functional areas:** Training to the technical staff requires training programs to organize for updated information and use of latest technology. Their typing, writing, drafting, communication & computer skills programmes need to be organized.

**Making Institutional Development Plan Strategy (IDPS) Relevant and coherent with states/national/industrial/economic development plans:** The economic development the state, national or international level is not possible without the adequate human resources with multi skills & talents. Hence the higher education sector has to play an important role in the economy. So the universities & colleges have to produce the needed trained labour force for the country. Need of human resources combined with skills innovative ideas and creative thinking for the economic development come from the educational institutions, hence the IDPS has greater relevance & coherence.

**Participation of departments/faculty in the IDPS preparation:** Strategic co-ordination and faculty for better and efficient preparation of IDPS

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### **6.1.2 The institution practices decentralization and participative management**

##### **Response:**

**Answer:** *The college has a well administered mechanism to plan the financial and human resource and its*

*mobilization. The college follows the policy of democratic set up and believes in the decentralization and participative management. To give the practical shape to decentralized practices the Principal frames different committees of faculty members which are involved in the process of administration and management. The college college has following administrative/Academic structure:*

Principal?IQAC?Establishment?Committees?

### **1. Development & Construction**

- Dr. Javed Iqbal (con.)
- Prof. N.K Manhas (co. con)
- Prof. Bal Krishan
- Prof. Arjun Kotwal
- Prof. Vijay Kumar

### **1. Admission /Time Table**

- Prof. Mansa Ram (con.)
- Prof. Surinder Singh (co. con)
- Prof. Sanjay Katal
- Prof. Satish Kumar
- Prof. Rabinder Kumar

### **1. Purchase**

- Dr. Nisar Ahmed Bulla (con.)
- Prof. N.K Manhas (co. con)
- Prof. Arjun Kotwal
- Prof. Manjeet Singh
- Prof. Manzoor Ahmed

### **1. IQAC/NAAC/UGC**

- Dr. Nisar Ahmed (con.)
- Prof. Surinder Singh (co. con)
- Prof. Nazir Ahmed
- Prof. Vijay Kumari

### **1. Sports**

- Prof. Surinder Singh (con.)
- Prof. Rajiv Katoch (co. con)
- Prof. Manjeet Singh
- Prof. Manzoor Ahmed
- Prof. Sanjay Kumar

### **1. Magazine/Prospectus/News Letter**

- Prof. N.K Manhas (con.)
- Prof. Bal Krishan
- Prof. Prithvi Raj
- Prof. Rabinder Kumar
- Prof. Mohd Taqi

#### **1.Hospitality & Protocol**

- Prof. Umar Din (con.)
- Prof. Mansa Ram (co. con)
- Prof. Satish Kumar
- Prof. Nazir Ahmed
- Prof. Vijay Kumari

#### **1.Excursion/Field Trip**

- Prof. Umar Din (con.)
- Prof. N.K Manhas (co. con)
- Prof. Sanjay Katal
- Prof. Surinder Singh
- Prof. Mushtaq Ahmed
- Dr. Jaivardhana
- Prof. Mohd Taqi

#### **1.Income Tax/Acctts/Audit**

- Prof. Surinder Singh (con.)
- Prof. Prithvi Raj (co. con)
- Prof. Rajiv Katoch
- Prof. Arjun Kotwal
- Prof. Manzoor Ahmed

#### **1.Examination/Internal Assessment**

- Prof. Davinder Kumar (con.)
- Prof. Satish Kumar (co. con)
- Prof. Bal Krishan
- Prof. Sanjay Kumar

#### **1.Academic Affairs**

- Dr. Nisar Ahmed Bulla (con.)
- Prof. N.K Manhas
- Prof. Mushtaq Ahmed
- Prof. Surinder Singh
- Prof. Bal Krishan
- Prof. Pinki Kotwal
- Prof. Jai Mala Thakur

**1. Anti Ragging**

- Prof. Prithvi Raj (con.)
- Prof. Arjun Kotwal (co. con)
- Prof. Pinki Kotwal
- Prof. Mohd Taqi

**1. Grievance Redressal/Complaints**

- Prof. Sanjay Katal (con.)
- Prof. Rakesh Pandit (co. con)
- Prof. Surinder Singh
- Prof. Pinki Kotwal
- Prof. Jai Mala Thakur

**1. SC/ST/OBC/Minority**

- Prof. Mansa Ram (con.)
- Prof. Mushtaq Ahmed (co. con)
- Prof. Naz Zargar
- Prof. Manzoor Ahmed
- Prof. Deep Chand
- Dr. Reyaz Ahmed

**1. Library Committee**

- Prof. Davinder Kumar (con.)
- Prof. Bal Krishan (co. con)
- Prof. Rabinder Kumar
- Prof. Manzoor Ahmed
- Dr. Jaivardhana

**1. Sexual Harassment Committee**

- Prof. Surinder Singh (con.)
- Prof. Prithvi Raj (co. con)
- Prof. Rakesh Kumar Pandit
- Prof. Pinki Kotwal
- Prof. Mohd Taqi

**1. Discipline**

- Dr. Javed Iqbal (con.)
- Prof. Rajiv Katoch (co. con)
- Prof. Surinder Singh
- Prof. Naz Zargar
- Prof. Bal Krishan
- Prof. Prithvi Raj

- Prof. Pinki Kotwal
- Prof. Deepa Kak
- Prof. Sandesh Kumar

### 1. Press & Publicity

- Prof. Bal Krishan (con.)
- Prof. Rajiv Katoch
- Prof. Surinder Singh
- Dr. Riyaz Ahmed
- Prof. Deepa Kak
- Prof. Mohd Taqi
- Dr. Jaivardhana

### 1. Gender Champions/Gender issues

- Prof. Pinki Kotwal
- Prof. Manjeet Singh
- Prof. Deepa Kak
- Prof. Manzoor
- Prof. Vijay Kumari
- Prof. Jai Mala Thakur

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

#### Response:

*Answer: The strategy plan includes:*

**a. Strengthening college infrastructure :** This includes.

i) Adm Block

ii) Class rooms with ICT enabled teaching learning

iii) Upgradation of laboratories

iv) Renovation and Replenishment of hostel facilities

**b. improving employability of graduate** : All possible techniques to be introduced for creative learning and skill development & links with the corporate sector.

**c. increasing learning outcomes of the students** : by improving overall educational services to the students as per their specific needs depending upon their various socio cultural and economic back grounds we are focused at improving the learning outcomes.

**d. obtaining autonomous institutional status within next five years** : A focused attention on the up gradation of infrastructural and ensuring quality learning with emphasis on improving overall index of the institution on different parameters.

**e. Starting new UG & PG programs** : We are presently running two PG courses in Chemistry and Urdu and are expecting to start additional such courses in future increase the opportunities for the students for higher studies.

**f. implementation of academic and non academic reforms** : In line with achieving the excellence in the over all academic and non academic activities in the college reviews its various plans and operations to come up with innovative ideas and reforms.

**g. improving collaboration with the industry and other institutions of higher learning**: The college is actively promoting extension services by bringing the industry and other institutions at interface with the students.

**h. enhancement of research and consultancy activities** : Enhancement of research and consultancy by ensuring better lab facilities and easy access to information.

**i. Regular meetings with the students, staff, parents and other stake holders.**

**i. Asking for suggestions and collecting feedback from the students, teachers and the alumni and parents.**

**j. Introducing changes and reforms in the academics and administration**

**k. Ensuring participative decision making process by involving all the heads of the deptts.**

**l. Evaluation of programme and course outcome on annual/ half yearly basis.**

File Description	Document
Strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

#### Response:

**Answer:** The college is governed and under the administrative control of Department of Higher Education Govt of Jammu and Kashmir under the Ministry of Higher Education. The Deptt. is under the administrative Headship of Principal Secretary to J&K Govt. At the lower hierarchy to the Secretary is Director Colleges, who is selected among the Principals of the college as a liaison officer. He acts as a link between the Department and the College. At the Institutional level, Principal is head and also Drawing and Disbursing Officer (DDO). He is responsible for the management and control of day to day administrative affairs of the college. The Principal constitutes different college committees/cells headed by the conveners who are entrusted with the power to prepare reports about various developmental plans and academic concerns to be submitted to the Principal who takes the final call on any subject matter. He is assisted by the supporting staff in his the establishment section comprising of Section Officer, Accountant, Senior and Junior Assistants and other office bearers. The gazetted staff is recruited through JKPS& the non-gazetted staff is recruited through the JKSSRB. Like all the state Govt. organizations and offices the same service rules prescribed in the CSR apply to the employees of the college and are followed in letter and spirit. All correspondence to the department of higher education which is the regulatory body is made through the Principal Secretary to the Govt. The academic affairs however are regulated by the University of Jammu to which the college is affiliated. The administrative matters pertaining to the admissions and examinations are governed by the University. The college is bound to implement the regulations and guidelines of the Jammu University in its academic affairs. The IQAC acts as the guiding cell for the quality initiatives. There are different committees to manage the college affairs are: 1. Advisory /Development Committee, 2. Admission /Time Table Committee 3. Purchase committee 4. IQAC/NAAC/UGC Committee 5. Career Counseling Cell, 5. Discipline Committee 6. Sports Committee 7. Library Committee 8. Hospitality and protocol committee 9. Excursion/field trip committee 10. Scholarship committee 13. Canteen committee 14. Tax/audit/accounts committee 15. Examination/Internal Assessment committee 16. Academic affairs committee 17. Estates Committee 18. Gender Champion cell 19. Sexual Harassment/Grievances cell 20. Antiragging Committee. These committee have in charges /conveners from teaching staff and members from both teaching and non-teaching staff.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

1. Planning and Development
2. Administration
3. Finance and Accounts

**4.Student Admission and Support****5.Examination****A. All 5 of the above****B. Any 4 of the above****C. Any 3 of the above****D. Any 2 of the above****Response:** C. Any 3 of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
ERP Document	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions****Response:**

**Answer :** We have more than 25 committees on different aspects of college functioning. They are Advisory committee, development committee, admission committee, purchase committee, debate committee, IQAC/NAAC/UGC committee, sports committee, magazine/prospectus committee, field trips committee, scholarship committee, SC/ST/OBC committee, college bus committee, discipline committee, anti ragging committee, hostel committee, press and publicity committee, grievance redressal committee, gender issues committee, library committee, beautification committee. Each committee works according to the task and portfolios assigned. The routine affairs of the committees are conducted by following certain conventions and procedures which involve convening of meetings, thread bear discussion and passing of resolutions. After arriving to the decisions agreed by majority of the members, minutes of the meeting are framed with the signatures of the members and the same are submitted to the principal who in his wisdom takes a final call on the recommendations and reports submitted by the said committees. The committees decisions are implemented by the chair. A few examples of some recent actions taken by the committees include the extraction of dry populous trees after obtaining a due permission from the concerned govt. department from the college campus to avoid any hazard to the employees and students and property loss by accidental falling of these long fragile and old populous trees. Similarly the recommendations for developing atleast two smart class rooms with ICT enabled teaching learning methodology to submitted to the principal who approved the same immediately and the college has two well furnished ICT enabled class rooms as a consequence. The college also has student counseling cell and grievance redressal cell

*comprising of dedicated and professional faculty members where concerns and issues pertaining to the personal and career related matters of the students are resolved. This whole process of governing various aspects of college functioning is to participatory decentralized process under the aegis of the principal of the college.*

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

### 6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

#### Response:

**Answer:** *There are set rules and procedures as a part of welfare to all the govt. employees and same apply to our college employees also. The list of such welfare measures in favour of the college employees are as follows :*

- *15 casual leaves: The staff can avail the casual leave as and when need arises due to urgency etc. The limit is 15 days per annum and lapsable if not availed.*
- *Earned leave: The Non-vocational staff gets the earned leave benefit whether in cash or kind as per the option of the employee.*
- *Maternity/paternity and Medical leave: The employees are given the full benefits of all these different kinds of leaves in accordance with the established rules and procedures applicable to all the other govt. employees.*
- *Gratuity, commuted pension and leave cashment: The employees after retirement get the gratuity a lump sum amount as a reward for their services as well as commuted pension and leave cashment.*
- *Mediclaime/Insurance: The employees are also given health cover at the cheapest and best premium from the reputed health insurers to cover the employees and their families.*
- *Medical re-imbursement: For some serious diseases and surgeries the employees are re-imbursed the medical treatment expenses on the produce of bills and details.*
- *TA/DA on Deputations: The employees deputed on institutional assignments are given TA/DA as per rules.*
- *Training, conferences RCs etc: The staff is allowed to attend the training ,courses and workshop to help their career advancements and thus thereby enhancing the quality and overall efficiency of the institution.*
- *Health Service: The college also has first aid health service available to meet any emergency. There are adequate medicines available all the time which are prescribed under the supervision of govt pharmacist.*

In addition to above welfare measures the college has mechanism through which funds are raised through donations and volunteer contributions by the college employees to be given to the needy and deserving low paid employees to meet the expenses of admissions of their children, marriages or health issues.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

**Response:** 0.87

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	1	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	<a href="#">View Document</a>

### 6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

**Response:** 0.6

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>

### 6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five

years

**Response:** 32.65

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
11	13	7	8	6

File Description	Document
IQAC report summary	<a href="#">View Document</a>
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>

### 6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

**Response:**

**Answer:** The college follows a well established performance appraisal system for teaching and non teaching staff. It comprises of the APRs initiated at various levels in accordance with the hierarchy of ranks of the employees working in different capacities. The APRs contain the profiles of the employees and the self assessment indicators on different aspects of performance such as punctuality, regularity, involvement in curricular and extra-curricular activities, participation and contribution to social activities, contribution in sports, overall health of campus life ,discipline, contribution in welfare of the learners, performance in respective fields of assigned jobs and participation in capacity building programmes such as orientation and refresher courses etc. The self assessed parameters are wetted by the head of the institution who is Principal in our case and then are further wetted by the next boss who is Director Colleges and are finally wetted by the Head of the Department who is the Principal Secretary in our case. These APRs are the basic requirements ( with other documentary proof )of the staff for the career advancement and other incentives. Now the present system of APRs is proposed to be replaced by the API (Annual Performance Indicators) but for lower grades the direction are yet not clear from the concerned Higher Education Department of the state government.

Presently the appraisal system involves

1. In case of gazetted employees the APRs are initiated by principal, reviewed by the Director Colleges and accepted by Secretary to the govt. higher education department.
2. In case of non-gazetted employees APRs are initiated by senior faculty member of the college, reviewed by the Principal and accepted by Director Colleges higher education department.
3. In case of ministerial staff APRs are initiated by the section officer of the college, reviewed by the senior

faculty member and accepted by principal.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

**Answer:** The planning of financial resources of the college is an important aspect of its functioning. The funds made available to the college from various sources of government and non government nature are planned and mobilized through a well established administrative procedures. This includes preparing reports and submission of recommendations by various college committees in the form of minutes of meetings to the principal. A meticulous record of the funds received through various sources and the expenditure incurred thereof is maintained by the establishment section of the college. The college arranges for the internal and external audit to be conducted quarterly and annually every year. We have the internal auditor at the college level and for the external audit, the team visits from the CAG, Jammu. All the matters pertaining to the internal and external financial audit are settled as of yet and there is no major out standing issue in this regard. The objection Para, if any, have been dropped or the corrective action has been ensued.

Now for the purchases as required by the depts. and the college we have registered at Govt-e-Market (GeM) portal where we can purchase the items worth up to Rs. 50000/- from any seller/ firm without the mandatory requirement of procuring quotations from other agencies . But for items more than Rs. 50000/- we need to make comparison for the online purchases from the said portal. Further the portal has automatic audit system at the govt. level procurements.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

#### Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>

### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

#### Response:

**Answer:** The college continuously works on evolving procedures and strategies for optimum utilization of its financial and other resources. We have college development and college purchase committees comprising of professional and trained faculty members. These committees workout the plan of action and its execution through thread bare deliberations to be submitted to the principal for its effective implementation. The allocation and mobilization of financial and other resources is monitored by these committees under the guidance and supervision of the principal. Utmost care is taken to implement and operationalize the plan of action under different developmental projects so that the chances of any loophole or discrepancy can be ruled out. The college receives the funding from the Central Govt., State Govt. and through some schemes or projects by Deptt. of Science & Technology etc. The teaching and non-teaching staff are paid the salaries well in time. The capital expenditure is utilized properly for overall development of the institution as per the priority worked out by the concerned committees and recommendations made for the allotment of funds as per the requirements. All codal formalities and rules are followed properly and the accounts are audited by the Govt. approved chartered accountant. Further we have canteen facility from which the college generate Rs. 1500/- per month. Also we have self financing sheets in PG Chemistry and PG Urdu as well as self financing certificate courses. The college utilizes expenditure as specified under different heads. There are committee to give the recommendations, prioritise the tasks to be achieved and accordingly the funds are utilized. It is ensured that not single penny is wasted. The Section Officer and Accountant of the college have the responsibility to ensure that funds are utilized appropriately for the appropriate purpose. Every quarter the reconciliation of accounts is done at the finance and department. The reports are properly kept in the office. The external audit conducted by the finance department every year.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

**6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes**

**Response:**

**Answer:**The IQAC is striving to work out all 7 NAAC criteria to enhance the quality capacity of the college. The cell has:

- 1.Ensure the revision and update of the curriculum by deputing teachers to Board of Studies,
- 2.Use of ICT in teaching –learning practices, organizing seminars /workshops and other events
- 3.Encouraging research by motivating the faculty and the learners to publish papers and articles
- 4.Student support through financial aid and Govt. scholarship for SC/ST/OBC students
- 5.Upgrading Infra and library facility for the learners
- 6.Efficient work culture by ensuring co-operation and co-ordination at institutional level and within departments
7. Adopting best practices that include human values, green initiatives, sustainability and conservation approach to the use of resources.

We would like to share two best practices institutionalized by the IQAC are:

**A. The Polythene free Campus:** We have banned the use of polythene inside the campus.

**B. Replacing Incandescent bulbs with LEDs:** We have replaced almost 90% tradition light equipment with LEDs/CFLs/Tube lights to implement save energy strategy.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

#### **6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms**

**Response:**

*Answer: The IQAC of the college plays a central role in running the academic and administrative affairs of the college. It has a well furnished office and other support base to maintain the meticulous records of its routine business. The IQAC operationalises its strategies through a well established procedures involving a meetings, thread bear discussions, preparing resolutions and reports to be submitted to the principal for the approval and effective implementation of the recommendations. The administrative procedures and academic affairs are periodically reviewed on the basis of collecting the feed back of the various aspects of their functioning. On the basis of feed back data /information strategies and plans are formulated to be implemented to ensure the quality sustenance and enhancement in line with achieving excellence in different aspects of college functioning. The strategies and plans of the IQAC keep*

*continuously evolving in conformity with the increasing standards of excellence at the national and international levels.*

*The institution introduces the necessary reforms and corrections to improve the teaching –learning process and make the process result oriented and effective. The IQAC at the regular interval in co-ordination with the departments and the faculty member including the non-teaching employees takes the decisions in this regard.*

*The IQAC seeks to improve the quality initiatives, installment of computer system, laptops, conversion of traditional class rooms to smart class rooms, provision of conference hall, girls' common room.*

*Proper implementation of academic calendar with flexible breaks for the teachers, use of ICT teaching learning practices.*

*Following are the some of the initiatives and accomplishments made by IQAC the college:*

*1.Fixing of Customized Desks in the class rooms: The IQAC has successfully fixed customized desks in almost all the class rooms.*

*2.Conversion of Class rooms to Smart class rooms: Successfully converted two class rooms into smart class rooms and the process is continue depending upon the sanction of budget and necessary approval from the regulatory body i.e. Higher Education Deptt. ,Govt of J and K.*

*3.INFLINET membership*

*4.Provision of projector for two more class rooms.*

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

**Response:** 0.4

#### 6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	1	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>
IQAC link	<a href="#">View Document</a>

#### 6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>

#### 6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

*Answer: During post accreditation for the Cycle-2 we took following qualitative initiatives:*

- **Setting up of IQAC:** The IQAC was set up in 2007 to ensure the quality initiatives and documentation of the Institutional activities.
- **Curriculum reforms and implementation:** The curriculum has got changed over the years keeping pace with the changing global demand and has been implemented.
- **Addition to infra-structural facilities:** The Institution has added Infrafacility to facilitate the teaching-learning practices as the 61kanals land has been added taking the total 126.12kanals.
- **Construction of Reading Room:** The newly developed reading room has been added to the library with news and magazine related provision for the learners.

- **Renovation of Boys Hostel:** The boys' hostel has been renovated to make it fit for the stay of the learners who are living on rented accommodation.
- **Construction of Girls Hostel;** The girls hostel has been constructed but now is being used for PG classes.
- **Pavement of College Interior Paths:** All the interior paths of the College have been furnished and designed betterly for comfort of the users.
- **Provision of Smart Class Rooms:** We are dedicated to ensure the more and more use of the ICT so we have converted two class rooms into smart class rooms.
- **Provision of Conference Hall:** We had Multipurpose Hall but now we have converted the same into the Conference Hall with the paneling and smart facility.
- **Renovation of sports stadium:** We have a big stadium measuring up to 150000sq.ft. on the backside of the College where the learners play and participate in different sports activities.
- **Organizing Extension Activities:** We are dedicated to the social responsibilities towards the society and the Nation; engage the staff and the learners in different social and other activities of National Importance.
- **Celebrating National/International Days:** to Promote Human /National/Environment and other best practices.
- **Installation of signboards in the College:** To ensure that there is clear-cut directions about different departments and sections.
- **Installation of Anti-ragging /dos and don'ts boards:** As a part of UGC/Supreme Court guideline we have installed posters and boards on Anti-ragging and for discipline maintenance we have guidelines on dos and don'ts.
- **Provision of Newspapers and magazines for the library and reading room:** The learners have access to latest news and trends through this facility.
- **Provision of solar powered panels for hot water:** Being part of green initiative and national conservation we have solar power system to ensure supply of hot water during winter.
- **Development of herbal garden:** We have a well developed herbal garden with different medicinal plants under the care of two gardeners engaged for the purpose.
- **Implementation CBCS system:** Since 2016 we have implemented the 100% CBCS for all the programmes.
- **Remedial classes for weak learners:** We have the provision to help the poor and weak learners through remedial classes and other methods.
- **Uniform code for the learners:** To ensure the identity of the learners we have started Uniform for all the learners in the Institution.
- **Setting up of student counseling cell and Grievance redressal cell.**
- 
-

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

**Response:** 9

##### 7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	2	1	1	2

File Description	Document
Report of the event	<a href="#">View Document</a>
List of gender equity promotion programs organized by the institution	<a href="#">View Document</a>

#### 7.1.2

##### 1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

**Response:**

**Answer:** Being conscious about the gender related issues and concerns the college has taken several measures for the safety, security and empowerment of girl students and female employees of the college. Apart from various programmes like debates, seminars pertaining to the gender related issues organized from time to time by the college following other measures and practice are also in operation to maintain a social harmony and gender equality in the institution:

- **Deployment of college gate keeper:** We have Gate keeper to keep the check on the entry and exit by verifying identity of the learners and the other visitors.
- **Security Guards at the Gate:** The gate keeper is assisted by the Security guards in maintaining the law and order problem at the entrance and inside the campus also. They always remain alert to tackle any safety and security related issue.
- **Constitution of college Discipline Committee :** Discipline Committee comprising of both the male and female faculty members is entrusted with task of maintaining discipline among the students. They remain always vigilant and proactive to rule out any anti social activity within the campus. They also receive the complaints of various kinds and brought the same to the notice of

college central administration under aegis of the principal for their proper resolution.

- **Gender sensitization programmes and events;** The college also has constituted a group of students designated as gender champions. The gender champions group is comprising of both the girls and boys who work under the guidance and supervision of a committee of faculty members to carry out gender sensitization programmes in the form of debates, seminars, cleanliness drives to show the respect for girl students and bring about gender equality.
- **Counseling of students regarding gender sensitivity;** The learners are motivated and inspired by carrying out frequent counseling sessions to spread the awareness about gender discrimination and need of empowering the girl students by addressing their specific needs to ensure gender equality and justice.
- **Common room for girls:** The girls during free time can use library, reading room or common girls rooms.
- **Women staff room:** We have separate women staff room for the female teachers where girl students can also stay and share their personal concerns and matters pertaining to their studies and career.
- **Women Police security guard :** The College has arranged for the deployment for women police security guards within the campus in consultation with the local police administration to ensure the safety and security of women employees and girl students.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 7.1.3 Alternate Energy initiatives such as:

#### 1. Percentage of annual power requirement of the Institution met by the renewable energy sources

**Response:** 100

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 18

7.1.3.2 Total annual power requirement (in KWH)

Response: 18

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 7.1.4 Percentage of annual lighting power requirements met through LED bulbs

**Response:** 92.86

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

**Response:** 13

7.1.4.2 Annual lighting power requirement (in KWH)

**Response:** 14

File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>

#### 7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

**Response:**

**Answer:** Solid/Liquid – The college waste specifically includes solid waste in the form of wrappers of fast food items, waste paper, used cans of soft drinks and the liquid waste coming out from the labs etc. To collect the solid waste cleanliness drives are carried out involving the student volunteers under the banner of flagship schemes such as Swachh Bharat Abhyan from time to time. This waste is collected in the dust bins fixed at various locations within the campus where the students can conveniently use them. The local municipality arranges for bulk collection of this solid waste which is carried to the identified dumping sites for its proper disposal. Similarly the liquid waste emerging out of the labs and other sources is drained away by a well developed drainage system so that there are almost no chance of any hazard arising out of waste management issues.

E- Waste includes the obsolete electronic hard ware parts such as CDs, Pen drives, damaged PCs, exhausted batteries etc. Our College generates almost negligible e-waste which can be disposed without posing any substantial threat to the environment. We are in touch with the State Pollution Control Board to recommend suggestions and support to dispose off e-waste. As locally no firm is available which can recycle or re-process e-waste, so we are also planning to get in touch with outside state agencies for auction of e-waste keeping in view the anticipatory increment in the level of e-waste in the future. The technologies have developed that e-waste can be used in road construction and such roads are more durable and viable. We are also optimistic about such technologies.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

#### 7.1.6 Rain water harvesting structures and utilization in the campus

**Response:**

*Answer: Although the college is situated at such a geographical locality that the water crisis have never been experienced in the past. This geographical location has a lot of water reserves in the form of glaciers streams and springs. We have an adequate water supply within the campus catering to the needs of students and for other activities. However in view of the global warming and climate there is every possibility of shortage of water sources in the future. In this backdrop the college has worked out an action plan to ensure rain water harvesting for its use at the time of scarcity of conventional water supply. The entire college campus has building blocks roofed with metallic sheets. Such a roof topping is exploited for rain water harvesting by applying the principle of watershed management. The water harvested in this manner is utilized for various purposes. We do not have such practice as of now but yes we do collect roof water and allow it to move through channels and divert it to the main channel that passes through the college Herbal garden, so that the water can be used for watering the plants. Further the roof water which is not usable is diverted to channels and allowed to percolate down the earth to charge the water table. Further we are processing to go for rain water harvesting structure in the campus so that water can be used for different purposes after making it fit for use.*

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

**7.1.7 Green Practices**

- Students, staff using
  - a) Bicycles
  - b) Public Transport
  - c) Pedestrian friendly roads
- Plastic-free campus
- Paperless office
- Green landscaping with trees and plants

**Response:**

Answer: The college is continuously in the process of evolving strategies and activities to promote green practices in the campus. Some of the healthy green practices evolved and promoted by the college include encouraging students and staff to use bicycles for short range distances. Awareness programmes in the form of seminars and workshops are organized to educate the students and other stake holders about the significance of green practices such as using bicycles, using public transport, plastic free campus, paperless offices and tree plantation. The single use plastic in the form of plastic bags, water bottles etc. are completely banned inside the campus. Every body is encouraged to use the jute bags. The plastic wrappers and bottles are collected in the dust bins to be disposed off at identified waste dumping places.

All the departments of the college have been fully computerized with an access to internet facility. The principals office, establishment section and library are also computerized. All these functional units are maintaining their records in digital formats to save the paper and staff the creation of paper waste office.

We have gone for plantation drives in the campus. Recently we have successfully planted a good number of Chinara and Deodar trees during various plantation drives organized within the campus.

We have well maintained herbal garden looked after by the local gardeners appointed by the college for the purpose. This year we celebrated environmental day with the theme plastic free campus. Further we have banned the use of polythene within the campus.

We have already done green landscaping with trees and mulling upon expanding the green landscaping of the uncovered land in the possession of the college.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

#### 7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

**Response:** 0.45

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.20	0.10	0.15	0.10	0.10

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>

#### 7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

**A. 7 and more of the above**

**B. At least 6 of the above**

**C. At least 4 of the above**

**D. At least 2 of the above**

**Response:** E. None of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>
link to photos and videos of facilities for Divyangjan	<a href="#">View Document</a>

#### **7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years**

**Response:** 5

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### **7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)**

**Response:** 13

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	4	2	2	1

File Description	Document
Report of the event	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.12**

**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff**

**Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	<a href="#">View Document</a>

**7.1.13 Display of core values in the institution and on its website**

**Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>
Provide URL of website that displays core values	<a href="#">View Document</a>

**7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations**

**Response:** Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.15 The institution offers a course on Human Values and professional ethics**

**Response:** No

File Description	Document
Any additional information	<a href="#">View Document</a>
Provide link to Courses on Human Values and professional ethics on Institutional website	<a href="#">View Document</a>

**7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions**

**Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>
Provide URL of supporting documents to prove institution functions as per professional code	<a href="#">View Document</a>

**7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years**

**Response:** 11

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	4	1	0	1

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities**

**Response:**

**Answer:** Yes, we do organize National Festivals such as Independence Day, 26th January, Gandhi Jayanti, Teacher's Day as well as the birth and death anniversaries of great Indian freedom fighters, philosophers and saints. Every year on 15th August our NCC/NSS cadets and teachers participate in the event. The college organizes International Yoga day on 21st June of each year ever since its adoption by the UNO at the initiative taken by Govt. of India. On the occasion of Teacher's Day the students and the staff organize a programme to throw light on the contributions made by Dr S. Radha Krishnan in the national growth and development. In such programmes students are educated about the great philosophies of such personalities to help them foster a true personality, human values and leadership qualities. The eight fold path of living by Budha inspires the learners and the other participants. In these events the spiritual teachings, moral values and their relevance in the growth and development of our young human resource in particular and the society in general is highlighted. The students are made to learn the history of our great nation to create a feeling of belongingness in them so that they can contribute and take pride in the national growth and development. Such programmes strengthen the values of national integration, communal harmony to promote equality and justice for one and all.

File Description	Document
Any additional information	<a href="#">View Document</a>

#### **7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions**

##### **Response:**

**Answer:** The college has followed over the years transparent system on financial ,academic and auxiliary function. To ensure transparency ,fairness and accountability in carrying out the necessary spending we have purchase committee to purchase or to recommend the purchase of any item required for the college and after the purchase is made the committee scrutinizes the item/items purchased, checks the quality and codal formalities and then recommends the bill for adjustment. Also the committee assures that the items are entered in the stock register before use or issue to some other section. There is proper receipt and dispatch system for the items received and issued respectively by different sections/departments.

We have accounts section headed by the college accountant who acts as a primary auditor. He /she assures the the funds allotted are utilized for the appropriate purpose and also ensure that not a single penny goes waste or misused.

On academic front we maintain utmost transparency in admission process, internal/external examination conduct, library services, record maintenance and sharing programmes outcomes, participation in extra curricular activities.The administrative and academic policies of the institution are framed with the spacial focus on the learners so that they may get quality education services and equal opportunities in fostering their personality and career advancement .

To ensure the transparency in the administrative and auxiliary functions the college maintains complete democratic set up in the decision making process where the staff members are involved in the decision making process by constituting various college committees whose suggestions are taken into due consideration in various aspects of decision making and policy matters.Regular meetings are organized to

*discuss various agendas pertaining to academic and administrative affairs of the college where in resolutions are made to be submitted to the Principal for consideration and necessary action. . The records of the routine administrative business are maintained for office perusal or any other reference.*

## 7.2 Best Practices

### 7.2.1 Describe at least two institutional best practices (as per NAAC Format)

#### Response:

Answer: The Institution constantly endeavors to excel and motivate the learners to focus on meaningful goals and targets by giving them the best teaching learning environment and access to latest information through the use of ICT enabled services. Ever since the establishment of this college in 1955 it has come a long way and has witnessed and evolved many good practices as a centre of excellence in various aspects of its functioning. The reforms in the admission and examination processes have been simplified and made student friendly. The admission and examination sections have been separated to function under separate committees so as to avoid confusion among the students and thereby making this process convenient and easily accessible for them. We have NCC and NSS units to give an opportunity to the students to learn the skills of community feeling and interaction. These units work in tandem under the guidance of their Programme Officers to carry out cleanliness drives, plantation drives and participate in other socio-cultural and environmental issues by organizing seminars and debates especially in conformity with the universal human values .

Further we organize activity based learning: We do regularly organize the events as Swacch Bharat Abhiyan, Run for Unity, Business skills etc by involving the learners and practically performing the activity on ground, so that the learners really feel the activity, get involved and even attain the skill and training themselves . By this they do become our ambassadors and do train others in their neighborhood. The two best practices that we currently have adopted at the institution level are :

1. **Aadhar Based Biometric Attendance:** To ensure the efficient work culture in the college and check punctuality ,regularity and accountability of the employees AADHAAR based biometric attendance system has been installed .Earlier the employees used to mark their attendance on registers which was hectic process and involve wastage of paper. The Aadhar based biometric attendance system ensures a real time monitoring at all levels of administration as well as a system generated authentication is sent to the employees through an SMS. This system also helps in processing and managing the leave applications of the employees automatically.
2. **Adoption of nearby villages for extension services:** Under the banner of flagship scheme Swacch Bharat Abhiyan launched by Govt. of India, the College has taken an initiative to adopt local villages for spreading overall awareness among the masses about various government schemes pertaining to health ,nutrition ,education ,child and maternal care etc apart from carrying out cleanliness drives and campaigns for stopping open defecation .The student interns have registered their names with the nodal officers of the college and various teams are dispatched accompanied by health experts to help the villagers address their health related issues and concerns. During the course of such campaigns the villagers are also educated about the hazards of single use plastic such as polythene bags and bottles and are encouraged to use biodegradable carrier bags and containers.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

### 7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

#### Response:

#### Answer :

#### Vision

To evolve into a premier institute of higher learning and to produce the quality graduates who have the quest for excellence and the capability to serve the society with their intellectual capacity and young talent preserving the national, human and spiritual values.

#### Mission

Our mission is to provide the world class quality education to the learners and training in multiple skills, inculcating in them the scientific temper, scholastic inquest, national, human and spiritual values to keep them inspired and motivated in pursuit of knowledge.

To realise the objectives and goals in line with the vision and mission of the institution we are committed to provide quality education services to the students as well as work tirelessly to make this institution a centre of excellence and ensure its progress and growth to become an autonomous college and a deemed university in near future. The college has evolved many good practices and keeps continuously working on introducing reforms in all its aspects of academic and administrative functioning. In line with the rising national and international standards in education the College has started developing many of lecture rooms as smart class rooms with ICT enabled teaching-learning methods. In this connection two smart class rooms with cutting edge smart class room technology are already catering to the needs of students for advanced learning. The entire college is undergoing the transformation shift in renovating and replenishment of its infrastructure as a part of capacity building. Many work projects are under progress which are expected to be completed very shortly in future. Further the new administrative block is almost ready for use to add the infrastructure facility.

File Description		Document
Any additional information		<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>	

NAAC

## 5. CONCLUSION

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### **Additional Information :**

Our institution has rural background and the students come from poor socio-economic background. Use of internet is limited and maximum students as of now do not have their email IDs. So to track the outgoing students and maintain progression data is a little bit difficult. Still we do manage data to some extent and we are now ensuring that almost all students create and use their emails. We are going to ensure this facility at college level by organising awareness programmes and practically involving the students to know the basics of computer and ICT including the email IDs.

### **Concluding Remarks :**

The College aspires to promote and excel in academic, extra academic activities and other innovative practices of higher learning given the varied social, economic, academic and cultural backgrounds of the learners. They are encouraged to develop and nurture their intellect, free thinking, and character. The learners are given opportunities to become innovative, competitive and professionals in their respective fields of career to keep pace with the fast changing global socio-economic scenario and face the present global challenges.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.3	<p>Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years</p> <p>1.1.3.1. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>7</td><td>6</td><td>6</td><td>5</td><td>5</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>7</td><td>1</td><td>1</td><td>0</td><td>1</td></tr></table> <p>Remark : HEI input edited according to provided documents. • One Full-time teacher to be counted once irrespective of number of participation in different bodies in last five years</p>	2017-18	2016-17	2015-16	2014-15	2013-14	7	6	6	5	5	2017-18	2016-17	2015-16	2014-15	2013-14	7	1	1	0	1
2017-18	2016-17	2015-16	2014-15	2013-14																	
7	6	6	5	5																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
7	1	1	0	1																	
2.6.3	<p>Average pass percentage of Students</p> <p>2.6.3.1. Total number of final year students who passed the examination conducted by Institution. Answer before DVV Verification : 285 Answer after DVV Verification: 221</p> <p>2.6.3.2. Total number of final year students who appeared for the examination conducted by the institution Answer before DVV Verification : 339 Answer after DVV Verification: 385</p>																				
3.1.2	<p>Percentage of teachers recognised as research guides at present</p> <p>3.1.2.1. Number of teachers recognised as research guides Answer before DVV Verification : 6 Answer after DVV Verification: 6</p>																				
3.3.2	<p>The institution provides incentives to teachers who receive state, national and international recognition/awards</p> <p>Answer before DVV Verification : Yes Answer After DVV Verification: Yes</p>																				
3.4.2	<p>Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years</p> <p>3.4.2.1. Total number of awards and recognition received for extension activities from</p>																				

Government /recognised bodies year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1	4	5	1	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

Remark : HEI input edited according to provided documents.

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

3.5.1.1. Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
8	3	3	3	3

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
6	2	0	1	2

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

Answer before DVV Verification : A. Any 4 of the above

Answer After DVV Verification: A. Any 4 of the above

4.2.6 Percentage per day usage of library by teachers and students

4.2.6.1. Average number of teachers and students using library per day over last one year

Answer before DVV Verification : 610

Answer after DVV Verification: 70

Remark : HEI input edited according to provided documents.( approximately 70 students using library per day)

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

4.4.1.1. Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
68.16	45.95	39.13	9.95	17.57

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
54.92	89.88	38.42	26.08	52.04

Remark : HEI input edited according to provided documents.

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

5.1.1.1. Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
512	124	166	100	106

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
316	186	150	82	68

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

5.1.2.1. Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	166	18	38

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
337	196	138	28	18

5.2.1	<p>Average percentage of placement of outgoing students during the last five years</p> <p>5.2.1.1. Number of outgoing students placed year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>0</td><td>1</td><td>8</td><td>2</td><td>0</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table> <p>Remark : HEI input edited because required documents are not provided.</p>	2017-18	2016-17	2015-16	2014-15	2013-14	0	1	8	2	0	2017-18	2016-17	2015-16	2014-15	2013-14	0	0	0	0	0
2017-18	2016-17	2015-16	2014-15	2013-14																	
0	1	8	2	0																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
0	0	0	0	0																	
5.2.2	<p>Percentage of student progression to higher education (previous graduating batch)</p> <p>5.2.2.1. Number of outgoing students progressing to higher education</p> <p>Answer before DVV Verification : 300</p> <p>Answer after DVV Verification: 82</p> <p>Remark : HEI input edited according to provided information.</p>																				
5.2.3	<p>Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)</p> <p>5.2.3.1. Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>20</td><td>15</td><td>11</td><td>6</td><td>13</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>20</td><td>5</td><td>11</td><td>6</td><td>13</td></tr></table> <p>5.2.3.2. Number of students who have appeared for the exams year-wise during the last five years</p>	2017-18	2016-17	2015-16	2014-15	2013-14	20	15	11	6	13	2017-18	2016-17	2015-16	2014-15	2013-14	20	5	11	6	13
2017-18	2016-17	2015-16	2014-15	2013-14																	
20	15	11	6	13																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
20	5	11	6	13																	

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
50	50	50	50	50

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
50	50	50	50	50

Remark : HEI input edited according to provided documents.

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

5.3.1.1. Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
12	0	1	1	1

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

Answer before DVV Verification : ? 5 Lakhs

Answer After DVV Verification: <1 Lakh

Remark : HEI input edited because bank pass book or bank statement not provided relevant to alumni contribution.

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

5.4.3.1. Number of Alumni Association /Chapters meetings held year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	1	1	1

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14

0	0	0	0	1
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Remark : HEI input edited according to provided documents.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

6.4.2.1. Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0.1	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

Remark : Required documents are not provided.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

6.5.3.1. Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
4	1	1	1	1

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	1	0

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification

## 5. NBA or any other quality audit

Answer before DVV Verification : B. Any 3 of the above

Answer After DVV Verification: C. Any 2 of the above

Remark : HEI input edited according to provided documents.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

7.1.8.1. Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
0.20	0.10	0.15	0.10	0.10

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0.20	0.10	0.15	0.10	0.10

Remark : Documents uploaded.

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

Answer before DVV Verification : C. At least 4 of the above

Answer After DVV Verification: E. None of the above

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

7.1.11.1. Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	2	2	2

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
4	4	2	2	1

Remark : HEI input edited according to provided documents.

7.1.15 The institution offers a course on Human Values and professional ethics

Answer before DVV Verification : Yes

Answer After DVV Verification: No

Remark : HEI input edited according to provided information.

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

7.1.17.1. Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
5	4	1	1	1

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
5	4	1	0	1

**2.Extended Profile Deviations****Extended Profile Deviations**

No Deviations