

Government Degree College Rajouri

Internal Quality Assurance Cell (IQAC) Annual Quality Assurance Report (AQAR) of

Govt. Degree College Rajouri

Presented by IQAC Co-ordinator

2014-15



Website: www.gpgcollegerajouri.ac.in. Email: gdcrajouri@gmail.com
Ph.: 01962-262510 and Fax: 01962-261825

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year (*for example 2013-14*)

2014-15

I. Details of the Institution

1.1 Name of the Institution

Govt. Degree College Rajouri

1.2 Address Line 1

KHEORA,

Address Line 2

RAJOURI

City/Town

RAJOURI

State

JAMMU AND KASHMIR

Pin Code

185133

Institution e-mail address

gdcrajouri@gmail.com

Contact Nos.

01962-262510

Name of the Head of the Institution:

PROF. SHABIR HUSSAIN SHAH

Tel. No. with STD Code:

01962-262510

Mobile:

+919419171895

Name of the IQAC Co-ordinator:

DR. ABDUL RAOUF

Mobile:

+91-9419276563

IQAC e-mail address:

araouf123@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

JKCOGN12294

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

*This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)*

EC/66/RAR/094

1.5 Website address:

www.gpgcollegerajouri.ac.in

Web-link of the AQAR:

www.gpgcollegerajouri.ac.in

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B++	80.14	2005	5year
2	2nd Cycle	A	3.11	2014	5year
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

15/03/2005

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

- i. AQAR _____ (DD/MM/YYYY)4
ii. AQAR _____ (DD/MM/YYYY)
iii. AQAR _____ (DD/MM/YYYY)

iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State ☒ ☐ Central ☐ Deemed ☐
Private

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒

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

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☐ Rural ☒ Tribal ☐

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

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

1.10 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

BCA, BBA, MCA

1.11 Name of the Affiliating University (*for the Colleges*)

University of Jammu

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

Autonomy by State/Central Govt. / University

NA

University with Potential for Excellence	NA	UGC-CPE	
DST Star Scheme	NA	UGC-CE	
UGC-Special Assistance Programme	Yes	DST-FIST	Yes
UGC-Innovative PG programmes		Any other (<i>Specify</i>)	
UGC-COP Programmes			

2. IQAC Composition and Activities

2.1 No. of Teachers	05
2.2 No. of Administrative/Technical staff	01
2.3 No. of students	02
2.4 No. of Management representatives	0
2.5 No. of Alumni	02
2. 6 No. of any other stakeholder and Community representatives	0
2.7 No. of Employers/ Industrialists	NA
2.8 No. of other External Experts	NA
2.9 Total No. of members	10
2.10 No. of IQAC meetings held	05

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

- Gandhi Janti celebrated on 2nd October 2014, with a Seminars on theme “**Peace and Communal Harmony**”
- **National Mathematics Day, celebrated** Department organized a function on 21 December 2015 to celebrate National Mathematics Day.

2.14 Significant Activities and contributions made by IQAC

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<ul style="list-style-type: none"> • IQAC Plan to submit a proposal for DST-FIST Grant for improvement in the research oriented infrastructure and modernized laboratory techniques. The IQAC also Plan to improve infrastructure particularly renovation of 	<ul style="list-style-type: none"> • College IQAC achieved the DST-FIST Special status and grant of rupee one crore for improvement in the research oriented infrastructure and modernized laboratory techniques and infrastructure particularly renovation of existing

<p>existing laboratories, maintenance of equipments and apparatus.</p> <ul style="list-style-type: none"> • IQAC Plan for further development the existing botanical & herbal garden with rare and endangered species of plants. • In order to promote the research aptitude among the budding scholars, IQAC is planning to provide latest research facilities to teachers. • IQAC Plan for proposal to UGC for UGC-CPE for the College. • IQAC Plan for proposal to UGC for Autonomous college of UGC. • IQAC Plan for proposal to Govt. for Separate M. Sc Chemistry and MCA Blocks. • IQAC Plan for proposal to UGC for P. G. Status for the College. • IQAC Plan for plantation drive for beautification cum fluorination of Campus. • IQAC Plan for upgrading the facilities in the College Library and Physical Department. 	<p>laboratories, maintenance of equipments and apparatus.</p> <ul style="list-style-type: none"> • IQAC achieved the P. G. Status for the College. • Achieved successful plantation derives in the Campus during the month of July. • Partially IQAC achieved in the up-gradation of facilities in the College Library and Physical Department.
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** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☐ Syndicate ☐ Any other body ☐

Provide the details of the action taken

PART – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	02	0	0	0
UG	28	01	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	2	0	0	0
Others	0	0	0	0
Total	0	0	0	0
Interdisciplinary	0	0	0	0
Innovative	0	0	0	0

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

The UG and PG curriculum is partially changed after every three years at the level of Board of studies at University of Jammu, keeping in view the need of the hour. Semester system has been introduced at UG level from the current academic session 2014-15.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	30
Trimester	0
Annual	28

1.3 Feedback from stakeholders* (On all aspects)

Alumni ☐ Parents ☐ Employers ☐ Students ☐

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

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

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

Revision has been made from annual examination to semester system for the academic year 2014-15. A complete revision has been made for the entire courses of study.

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

Two new departments, BBA and MA Arabic introduces from the current academic session

Annexure:

The college has a well established system of collecting feedback from its stake holders. The feedback on the curriculum obtained from various segments of society is analyzed properly by the departments and the suggestions for improvements are communicated to the Principal who conveys it to the authority of the affiliating university to aware the views of the teachers with regard to the change in the curriculum for the betterment of students. The institution encourages various stakeholders such as students, alumni, faculty to give their feedback and communicates it to the relevant authority IQAC. The institution collects all feedbacks and communication in the form of questionnaires and forms those then analyzed and develop areas of improvement from it. The feedbacks are discussed in the staff council meetings. The opinion of the coordinating committee is also taken into account. The institution takes part in the curriculum development process through appropriate analysis of feedback given by the various stake holders from time to time and assimilates the suggestions in the functional style of the institution.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
33	26	06	0	1

2.2 No. of permanent faculty with Ph.D.

13

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	22	0	0	0	0	0	0	0	22

2.4 No. of Guest and Visiting faculty and Temporary faculty

0

0

0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	02	02
Presented papers	0	0	01
Resource Persons	0	0	01

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

The institution provides well internet equipped and stocked library of latest books and journals which the faculty uses efficiently to provide comprehensive and latest transformation to the students. The Institution has UGC Resource Centre which encourages the students and teachers to use internet and computers to keep aware of the latest information and developments. Also organises the quiz competition, seminars, moral lessons and other co-curricular activities for the improvement of the skill and knowledge

Every Department is equipped with computers. The modern multimedia teaching aids like overhead and multimedia projectors are used for effective and innovative teaching. Seminars in the campus as well as outside are organised for creating interest and enthusiasm among the students. The students are encouraged to participate in seminars and workshops so that they may be able to share the experiences of the experts and resource persons and get the latest information in the concerned fields.

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

180

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

The College has adopted various evaluation reforms viz.

- 1. Internal assessment tests are conducted in a transparent manner and performance of the students is evaluated as per the University criterion.**
- 2. Practical tests in science subjects (Internal as well as External) are conducted and evaluated as per the university criterion.**

2.9 No. of faculty members involved in curriculum

restructuring/revision/syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop

22

2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	254	0	7.87	61.8	3.93	73.62
B.Com	06	0	0	66.6	0	66.67
BSc	161	5.59	57.1	27.32	0	90.06
MSc Chemistry	22	10	90.0	0	0	70
MCA	10	30	70	0	0	100

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

IQAC provides quality bench marks/parameters for the various for the academic and administrative activities of the institution. It ensures timely, efficient and progressive performance of academic and administrative tasks. It suggests measures to improve the teaching, learning process.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	04
UGC – Faculty Improvement Programme	04
HRD programmes	0
Orientation programmes	02
Faculty exchange programme	05
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	01
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	02	04	0	0
Technical Staff	02	01	0	0

Criterion – III

3. Research, Consultancy and Extension

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

Main initiative of IQAC:

- to develop the scientific temper and to inject the research oriented values among the students by organising special tours to National lab; Museum and Botanical gardens.
- To inculcate the scientific expert like health resources problem as well as subject experts.
- Awareness programmes on biodiversity and local geographical areas etc.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		01	02	01
Outlay in Rs. Lakhs		10 lac		12 lac

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	05	0	0
Non-Peer Review Journals	0	04	0
e-Journals	01	0	0
Conference proceedings	0	21	08

3.5 Details on Impact factor of publications:

Range **1-3** Average **2.3** h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3years	UGC	22 lac	12lac
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total			22lac	12lac

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	0	0	0	0
Sponsoring agencies	0	0	0	0	0

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency	0	From Management of University/College	0
Total	0		

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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

Total	International	National	State	University	Dist	College
03					03	

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

01
01

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

Nil

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

JRF	NA	SRF	NA	Project Fellows	NA	Any other	NA
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3.21 No. of students Participated in NSS events:

University level	02	State level	0
National level	01	International level	0

3.22 No. of students participated in NCC events:

University level	0	State level	40
National level	08	International level	0

3.23 No. of Awards won in NSS:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="01"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="06"/>
National level	<input type="text" value="04"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="06"/>	
NCC	<input type="text" value="04"/>	NSS	<input type="text" value="05"/>	Any other <input type="text" value="0"/>

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

- **Blood Donation Camp organised by NSS volunteers.**
- **Environmental Awareness campaign conducted by the College.**
- **Symposium on “Drug Abuse” organised by College in Collaboration with Police department.**

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	12.04 Acres	Nil	Nil	12.04
Class rooms	19	Nil	Nil	19
Laboratories	08	03	FIST	11
Seminar Halls	02	Nil	Nil	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	04	Nil	FIST	04
Value of the equipment purchased during the year (Rs. in Lakhs)	4.0	Nil	Govt.	4.0
Others	0.5	Nil	Govt.	0.5

4.2 Computerization of administration and library

Computerization of library

There is a spacious and separate library building of the College having an area of 3500 sq ft., with total seating capacity of 100 students. The library remains opened from 9.am to 3pm during usual working hours as well as vacations. At present all the existing books numbering 35571 stand computerised which facilitates quick delivery, scrutiny and data rewarding. There are 5-6 counters equipped with internet facility which are used by the students for browsing, downloading and printing the latest required material. The staff interacted in and concerned with proper publication to uses this internet facility to downloading the new trends of research in different fields.

Computerization of administration

Administration of the College has become very efficient and effective due to computerization of administration of various aspects; preparation of Bills, Salary details of each employees, ensure correctness viz – viz, quick availability of required information etc.

Admission and registration of the students is now online and all information related students and all other information also available are on College website.

All details regarding UGC financial assistance, projects can be obtained from the College very easily, due to the computerization of administration.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	31571		35	25172	31605	
Reference Books	4000					
e-Books						
Journals	2828	9972				
e-Journals	Nil	Nil				
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	94	05	12	12	01	03	02	
Added	06	Nil	Nil	Nil	Nil	Nil	03	
Total	100	05	12	12	01	03	05	

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

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.50
ii) Campus Infrastructure and facilities	20.0
iii) Equipments	040
iv) Others	0.50
Total :	3.40

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC is committed to provide awareness to the students about every possible help and support they need in their pursuit to become civilized and respectable citizens. The college was set up with a mission of imparting holistic education. For this awareness, the institution publishes its updated prospectus annually. The prospectus provides all the necessary information the students need to know. The college prospectus provides a complete profile of the college. The handbook is having complete information awareness about Student Support Services besides the admission schedule, the details of the college working days, the fee details and the rules and regulations which the students need to observe during their stay in the college. The same information, which is published in the college prospectus, is also updated on the college website www.gpgcollegerajouri.an.in

5.2 Efforts made by the institution for tracking the progression

The institution has an IQAC cell headed by the HOD, Chemistry, which actively monitors the progression. It is also supported by the other faculty members. Students are also free to share their views with the class teachers and the Principal also.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2265	49	0	0

(b) No. of students outside the state

0

(c) No. of international students

0

Men	No	%	Women	No	%
	1413	62.38		852	37.62

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1629	21	226	71	0	1947	1425	26	786	74	3	2314

Demand ratio

Dropout %

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

Coaching for Competitive Examination is provided by the University of Jammu.

No. of students beneficiaries

350

5.5 No. of students qualified in these examinations

NET	02	SET/SLET		GATE		CAT	
IAS/IPS etc		State PSC		UPSC		Others	

5.6 Details of student counselling and career guidance

College has a full-fledge Career Counselling Cell headed by an Associate professor.

No. of students benefitted

20

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
05	1500	315	06

5.8 Details of gender sensitization programmes

NIL

5.9 Students Activities

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

State/ University level

106

National level

0

International level

0

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	20	90000
Financial support from government	1186	6594751
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: **03 issue redressed and resolved.**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION STATEMENT

The College promotes the advancement of academics/professional knowledge both in creation and dissemination, by not only producing successful graduates and Post-graduates but also continuously improving learning environment to its constituents, while maintaining high ethical, multicultural and global standards.

MISSION STATEMENT

1. To promote quality education that fosters student development with excellence in academics.
2. To offer a wide range of choices for study at UG/PG level to the students coming from different socio-economic and geographical backgrounds.
3. To develop balanced personality development of students through a wide variety of curricular and co-curricular activities.
4. To impart ethical values to the youth for ensuing the harmonious functioning of society.
5. To introduce innovative programmes that will significantly contribute to the prosperity of the region.

These things are transmitted /communicated to the students, staff, teachers and other stakeholders by way of Prospectus, College website and displaying on the boards at prominent places within the College Campus on regular basis.

6.2 Does the Institution has a Management Information System

Yes, the college has a Management Information System (MIS).

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

6.3.1 Curriculum Development

Curricula are designed and developed at the University level, so the scope of Innovative curricular designing is limited. The college follows and implements the syllabus it. However, HODs of the affiliating colleges are members of the Board of Studies in their respective subjects.

The heads of various departments of this College have actively participated on curriculum design, its development and revision process of University of Jammu. Semester system has been introduced from the current session at the undergraduate level.

6.3.2 Teaching and Learning

- Academic calendar of the college is prepared in the beginning of the session.
- ICT enabled advanced methods are used for teaching and learning in the college.
- The college organizes seminars, guest lectures, quiz contests, workshops.
- The departments of the college conduct unit tests, group discussions and home assignments etc.
- Field study, subject tours, Symposium, Project work and dissertation work carried out by most departments of the College for giving latest trends in teaching and research and for creating interest and enthusiasm among the students.
- Exposing students for outdoor learning through educational trips, camps etc.
- Motivating students for research activities.
- Special coaching and remedial classes for weaker students are carried out to bring up the backward students to the forefront.
- The College supplements the lecture method by other learning/teaching methods such as interactive method, demonstration method, use of charts and models, group discussions and use of computers.
- Efforts are made to involve the students in these activities to develop the innovative thinking of the students.
- Faculty development programmes through seminars, workshops, summer schools and university/College leadership development programmes and participation of teachers in general orientation and subject refresher courses.

6.3.3 Examination and Evaluation

The University examinations and evaluations are managed by the University of Jammu, however, college conducts examination as per the rules and regulations of the University of Jammu. The evaluation is done at University of Jammu on Table by the university and college teachers.

Internal Examinations are conducted as per the instructions of the University of Jammu. The college has adopted the centralized examination system for conduct of Internal Assessments.

General strategies are developed by the University but principals of the affiliating colleges can suggest improvement in the existing system.

6.3.4 Research and Development

- (a) Teachers are kept updated about available scopes for applying for research grants.
- (b) Space and necessary infrastructural support is provided for research work.
- (c) College has a research committee for promotion of research and development.
- (d) Research Journals have also been subscribed for the teacher/researchers.
- (e) College has organised seminars, symposiums and workshops.
- (f) UGC sponsored research projects are in operation, the faculty also contributes in their respective fields through books and research papers.
- (g) Research journals have also been subscribed for the teacher/researchers.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college has adopted following Quality Improvement strategies for Library, ICT and Physical Infrastructure / Instrumentation:

LIBRARY

- Library is monitored by the Library Committee, IQAC and Administration on routine basis.
- The College Library is automated and the information regarding availability of books, issue details, etc is available to the students and staff.
- New Books has been purchased.
- More Journals/Magazines has been Subscribed on the basis of library user's feedback.
- Organised Book Exhibitions to encourage reading habits among students and other stake holders.
- Displayed new arrivals on the board.
- Extended the reprographic facilities and library hours.
- Continued subscription of N-List Programme of INFLIBNET through which e-books and e-Journal are accessed.
- Internet service has been made available to the library users.
- Annual budgetary allocation is made available to each department for purchasing equipment, text books and reference books each year.

PHYSICAL INFRASTRUCTURE

- Physical Infrastructure of the college has been enriched/upgraded.
- Proposal for CCTV cameras has been submitted.
- Laboratories have been renovated.
- Proposal for construction of Bathrooms for handicap students is submitted to UGC.
- Proposal for construction of two PG departments has been submitted under RMSA scheme.

ICT (Information and Communication Technology)

- ICT resources has been extended to all stakeholders.
- College has utilized UGC as well as Govt. of J&K Grants for enriching ICT resources.
- Proposals for smart classrooms and language laboratory has been submitted.

INSTRUMENTATION

- All labs are upgraded by procuring new instruments like microscopes, computer etc.
- Proposals for setting up of Research Labs. has been submitted under RMSA scheme.

As proposal for FIST Level-0 has been approved by the Department of Sciences & Technology, and an amount of Rs. 1 (one) crore has been sanction in favour of GDC Rajouri, the college is going to purchase instruments of Rs. 50 Lacs

6.3.6 Human Resource Management

The college manages human resources in the following manners:

- The human resource of the college is managed in a democratic manner.
- The college has a Student's Union whose elections are held annually.
- The Teacher's Council and the Non-Teaching Staff Association look after the affairs of the teaching and non-teaching staff respectively.
- Also, the Teachers remain available even outside the Class either in the Library or in the Staff Room for the Student counselling.
- Moreover, College has a Grievance Redressal Cell, Carrier and Counseling Cell, Suggestion Box, Placement Cell, Discipline Committee, Anti Ragging Committee, Women Development Cell, Health Centre, etc.

6.3.7 Faculty and Staff recruitment

The permanent Faculty and all other Staff is appointed by Govt. of Jammu & Kashmir through JKPSB and JKSSRB. Moreover, contractual staff is also appointed by the Govt. of Jammu and Kashmir.

Only Local Fund Employees are appointed by the college on need basis. College has Local Fund Committee comprising of eight Senior Faculty Members which recommends for appointment of new Local Fund Employee on meritbasis . The college administration finally makes new appointment of Local Fund.

6.3.8 Industry Interaction / Collaboration

- The college has established linkage with the neighbouring industries.
- The Students are using the linkage for doing their project works .
- Guest speakers from industries and other institutions have been invited.
- Field visits and industrial visits of students are organized.
- Collaboration made with industries and other noted institutions to organize seminars and workshops.
- The college is in collaboration with the Department of wild life.

6.3.9 Admission of Students

The college follows rules & regulations of affiliating University and Government of J&K in the admission process.

UG Courses:

- Admission in UG Courses is done by college.
- Admission is made strictly on the basis of merit. However, the students belonging to different reserved categories like SC, ST, ALC and RBA get additional weightage of 5% marks at the time of admission.
- The College ensures publicity to the admission process by advertising in regional news papers, prospectus, College website, local Cable TV Channels' .
- Transparency is ensured in the admission process from the stage of notification till the completion of admission process.
- The Principal and Conveners of the admission committee, along with the members of the committees of various streams is part of the selection process.
- The counselling team helps the students to make the choice of the stream and subjects.
- College follows reservation policy of the government in admission also.
- The College gives prospectus at the time of admission to students from where students know the information about fees structure, student support, etc.

PG COURSES

Admission in PG Courses viz. M. Sc Chemistry and Master of Computer Applications (MCA) is done through an Entrance test conducted by the University of Jammu. However, HOD's of PG Departments attend counselling of students who qualifies for admission to MCA and M.Sc. Chemistry.

6.4 Welfare schemes for

Teaching	College canteen Fitness centre Accidental Benefit Schemes Provident Fund Festival Advance Health Centre Multi-gym and recreation facilities fee concession to the wards of faculty members various workshops and trainings Staff Tour Personal Loans
Non teaching	College canteen Fitness centre Accidental Benefit Schemes Provident Fund Festival Advance Health Centre Multigym and recreation facilities fee concession to the wards of non-teaching staff various workshops and trainings Staff Tour Personal Loans
Students	Government Scholarships Financial Assistance to poor students Awards and Prizes Remedial coaching Tutorials Health Centre Fitness and Recreation facilities Placement Cell Hostel and Transport facility Career and counseling Cell Grievances and Redressal cell Canteen Assistance for procuring passports, adhaar cards and driving licenses.

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done



Yes

☐

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Jammu University	Yes	IQAC
Administrative	Yes	J&K Govt.	Yes	Finance Committee

6.8 Does the University/ Autonomous College declares results within 30 days? *Not Applicable*

For UG Programmes

Yes

☐

No

☐

For PG Programmes

Yes

☐

No

☐

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

Not Applicable

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

Not Applicable

6.11 Activities and support from the Alumni Association

Fortunately, most of the faculty members are also the alumni of this college and hence Alumni Association of the institution consists of maximum members from the college faculty. The Alumni Association remains involved in almost all activities of the college held during the session and provided full support. The association has scheduled the alumni meet in the month of Mar-2015 to discuss the issues related to the improvement of the college campus and quality of education in the college.

6.12 Activities and support from the Parent – Teacher Association

The Parent – Teacher Association of the college has scheduled to Organize Parent-Teacher Meets in the month of the March-2015 in order to facilitate proper communication between parents, wards and the College management and also for imbibing best practices from the peer groups and to get the feedback from the parents of the students so the quality of Teaching-Learning may be improved.

6.13 Development programmes for support staff

- Computer Department of the college has organised one week Workshop on “Computer and Internet” for non-teaching staff
- Internet facility has been extended to support staff
- Repair work has been carried out in Staff Quarters

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

The college campus is totally eco friendly. For this the head of the institution (Principal) and the whole staff, NSS volunteers and the students are committed and because of their commitment and involvement, the campus can claim to be the polythene/plastic free zone. Apart from this, the institution has taken several other steps/initiatives to make the campus eco-friendly.

- The College campus has a moderate climate. The college class rooms/lecture halls are ventilated and well lighted that they do not require light during the day times. The college has installed many CFLS and energy saver devices in the class rooms, offices and hostels.
- The college has made arrangements for the parking of the vehicles of the staff and students in the college ground in a separate place. This helps in keeping the campus clean to a greater extent.
- The dead leaves and the waste papers are not allowed to be put on fire. The leaves are buried in the soil itself and the papers are disposed off.
- The College is provided with Gravity water supply scheme from a natural spring located around 3 kms away from the College. The College has got constructed storage water tanks at hostels to save wastage of water.
- College has organized special Programmes for plantation. NSS unit of the college has organized two plantation drives during the current year.
- The College authorities have arranged and have constructed deep pits in the unused places for the disposal of hazardous wastes and e-waste created by chemical sciences and computer department.

Criterion – VII

7. Innovations and Best Practices

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

Semester system introduces.

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

- * Introduction of semester system.
- * Submission of proposal for College for Excellence (CPE) to UGC.
- * Submission of proposal to FIST programme – 2014 for development of science department.
- * Purchase of scientific material to enrich the laboratories of the Science Departments and purchase of books to enrich the College Library.
- * Further development of Botanical Garden

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

Computerization of the Administrative Block, the Library and the Introduction of Remedial Classes

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

- 7.4 Contribution to environmental awareness / protection

- **Plantation drive**
- **Waste management**
- **Energy Conservation**

The college campus is totally eco friendly. For this the management, the head of the institution and the whole staff is committed and because of their commitment and involvement, the campus can claim to be the first polythene/plastic free zone. This apart, the institution has taken several other steps/initiatives to make the campus eco-friendly

Plantation Drive

The College has made every effort to keep the environment green. The college staff is working whole heartedly. The trees are planted. The college organizes programmes like Darakhat Bachoo every year to inculcate this tradition among its students.

Waste Management

The College has waste management system, which run by its local fund employees and they were monitoring by the regular staff of the institution. The College has laboratories is collected and disposed off in the scientific way.

Energy Conservation:

The College is located at a plateau which is eco-friendly. The infrastructure is well asserted. CFL tubes are installed in the whole infrastructure.

7.5 Whether environmental audit was conducted? Yes No



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

- Proposal for CPE status has been submitted to UGC
- College was given aid by FIST 2014 programme of DST (No w the College is FIST Aided College)

Annexure of 7.2

Goal

The main objective of the institution is to transform the students into well meaning citizens through the committed pattern of instructions based on carefully prepared and well designed curricular aspects. The changing needs of the time are the basis while building a rich corpus of talent. Hence, the main objective of Govt. Degree College Rajouri is to transform the students into well meaning citizens through well prepared socially committed patterns of instruction.

The College aspires to have a transformational impact on students through comprehensive education by inculcating qualities of competence, confidence and excellence. The institution aspires to instill scientific zeal and develop skilled human resource to contemporary challenges. The college has been facilitating young adult learners with opportunities to hone their ethics and leadership potential. To sensitize learners towards inclusive social concerns, human rights, gender and environmental issues is also the mission of the institution.

The Context

The college over the long history of four decades has created a niche for itself in the academic, extra-curricular and sports fields. These achievements are surely enough in itself to boast of the name and the fame the college is enjoying. Still the college was facing certain challenges which were of utmost importance. The first challenge the college was facing was of administrative nature. The college had been following the age old pattern of working manually in the office. The IQAC and the Principal of the institution decided to strike back in a powerful manner by introducing the technological world to the administration. The whole of the administrative branch has been computerized. This apart the library too has been computerized. The college in the academic world introduced the technique of remedial classes and preparing question banks keeping in view the examination perspective and entrance of admission. The students belonging to the college are given extra coaching free of cost by addressing their problems. Their skills are sharpened and chiseled keeping in view the patterns of the final examinations. They are given a list of important questions prepared by the expert faculty. This has helped them attain their targets in a better way.

The Practice & the Evidence of the Success

The college did away with the age long system of working in the administrative block. The whole system was computerized. The system of the fee collection was very tedious and cumbersome. The college by computerizing the total accounts has successfully got rid of many hurdles. This has resulted in making the system smooth. The college is already facing the dearth of man power. By computerizing the system, the college has successfully overcome the shortage of the staff. Now the work has been facilitated to the extent that the staff has very deftly acquired the new system resulting in the increase in their efficiency. Similarly, the college was not able to bring out the best out of the students. The dropout rate and the failure rate was scaling heights. The college then introduced the UGC sponsored Remedial Classes. The students were given extra coaching, free of cost, in all the subjects in general. The students were given extra guidance in the subjects like English, Chemistry, Physics and Mathematics in particular. The college ensured that the students are provided with the Question Banks framed by the experienced faculty of the college. This action has resulted in a steep downfall in the failure rate. The Question Banks have facilitated the students in such a way that their efforts in the preparation of the final exams have started bearing fruits.

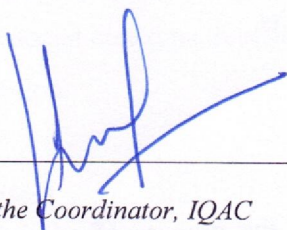
Problems Encountered and Resources Required

The college had certain problems to face in the process of administration. The account maintenance was very cumbersome to manage. The college had to face long queues of the students who assembled for fee deposit. Now the things have smoothed out. Similarly the students were facing a lot of problem in studies. The college was finding it hard to control the dropout rate and the failure. The remedial classes came as a boon for such students. The students are now finding it easy to combat the problems they were facing. The college required the infrastructure in the shape of computer systems. The Government provided the same from its resources. The staff was trained by the computer experts. The software required was purchased. The resources required for the remedial classes were granted by the UGC.

8. Plans of institution for next year

- Laboratories to be equipped with new equipment.
- Online admission form and assignments.
- Establishment of lang-lab and smart class room.
- More seminars and conferences to be conducted.
- Collaboration with institution and industries to be initiated
- New class rooms to be constructed.
- M. A. Arabic, BBA to be introduced.
- Tourism course

Name: Dr. Abdul Raouf



Signature of the Coordinator, IQAC

Name: Prof. Shabir Hussain

(Principal)

Principal
Govt. P.G. College
Rajouri (J&K)

Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
