Government Degree College Rajouri

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

Govt. Degree College Rajouri

Presented by IQAC Co-ordinator

2015-16

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year *(for example 2013-14)*   2015-16

1. 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: DR. JAVAID AHMED QAZI

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:

arouf123@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 2010-11submitted to NAAC on 12-10-2011)*

i. AQAR _____ _____ (24/12/2015)
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, MCA, M.Sc. Chemistry**

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	Yes
DST Star Scheme	NA	UGC-CE	NA
UGC-Special Assistance Programme	Yes	DST-FIST	Yes
UGC-Innovative PG programmes		Any other (*Specify*)	
UGC-COP Programmes			

2. IQAC Composition and Activities

2.1 No. of Teachers	08
2.2 No. of Administrative/Technical staff	02
2.3 No. of students	00
2.4 No. of Management representatives	
2.5 No. of Alumni	00
2. 6 No. of any other stakeholder and Community representatives	00
2.7 No. of Employers/ Industrialists	00
2.8 No. of other External Experts	NA
2.9 Total No. of members	10
2.10 No. of IQAC meetings held	03

2.11 No. of meetings with various stakeholders: No.   **03**   Faculty   **02**

Non-Teaching Staff Students   **00**   Alumni   **01**   Others

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

If yes, mention the amount | | | **NO**

2.13 Seminars and Conferences (only quality related)

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

Total Nos. **08**   International   National **01**   State **01**   Institution Level **06**

(ii) Themes

National Level: National Conference on "Inter disciplinary Science and humanities" in March 2016.
State Level: State level on "The life and contribution of Mulana Abdul Kalam Azad" on 17-03-2016.
Institution level: (i) Five days capacity building cum Training Workshop for Masters and Teachers in Science in March 2016.
(ii) Inter College symposium on "Truth and Non-violence" organised on 02-10-2015.
(iii) Inter College symposium on "Education as a Stream liner for Humanity".
(iv)Seminar on "Geo-Hazards and Disaster Management" on 15th March 2016.
(v)Two Day Workshop on "Peace and Communal Harmony"organized w.e.f.01-10-2015.
(vi) Symposium on HIV/ Aids on 01-12-2015.

2.14 Significant Activities and contributions made by IQAC

(i) Remedial Classes for weaker students were organized in the College under the supervision and coordination of Prof. Zamir Ahmed Mirza. The programme was initiated under the UGC scheme. Large no. of the students benefitted from the scheme. The teachers of the College extended full sport in conducting remedial classes.

(ii) Coaching Classes for entry into service for SC/ST/OBC and Minority Community students were organized in the College under the supervision and coordination of Prof. Assadullha Khan. The programme was initiated under the UGC scheme. Emphasis was laid on general studies and current events. Under the scheme special lectures were arranged on the burning topics.

(iii) Certificate courses in spoken Persian and Arabic were introduced in the college during the session. A series of lectures and speeches was arranged and conducted on "Role of a Teacher in the present social setup" from 01-09-2015 to 04-09-2015.

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
(i) Remedial Classes for weaker students of the College:	(i) Remedial Classes for weaker students were organized in the College under the supervision and coordination of Prof. Zamir Ahmed Mirza. The programme was initiated under the UGC scheme. Large no. of the students benefitted from the scheme. The teachers of the College extended full sport in conducting remedial classes.
(ii) Coaching Classes for "Entry into service for SC/ST/OBC and Minority Community students".	(ii) Coaching Classes for entry into service for SC/ST/OBC and Minority Community students were organized in the College under the supervision and coordination of Prof. Assadullha Khan. The programme was initiated under the UGC scheme. Emphasis was laid on general studies and current events. Under the scheme special lectures were arranged on the burning topics.

Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes | NA | No | |

Management | | Syndicate | | Any other body | |

Provide the details of the action taken

| |

PART – B

Criterion – I

1. 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	**05**	**0**	**0**	**0**
PG Diploma	**0**	**0**	**0**	**0**
Advanced Diploma	**0**	**0**	**0**	**0**
Diploma	**0**	**0**	**0**	**0**
Certificate	**5**	**0**	**0**	**0**
Others	**0**	**0**	**0**	**0**
Total	**07**	**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/syllabi is partially changed after every three years at the level of Board of studies meetings at University of Jammu (affiliating University) by the concerned Departments, keeping in view the need of the hour.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	**30**
Trimester	**0**
Annual	**28**

1.3 Feedback from stakeholders* Alumni **Yes** Parents **Yes** Employers ☐ Students **Yes**
(On all aspects)

Mode of feedback   :   Online ☐ Manual **Yes** 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 from 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.

NA

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
35	**26**	**06**	**0**	**3**

2.2 No. of permanent faculty with Ph.D.   **14**

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	**35**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**35**

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**	**06**	**10**
Presented papers	**0**	**04**	**06**
Resource Persons	**0**	**0**	**01**

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

> **The College has two smart class rooms and 10 semi smart class rooms provided with latest teaching aids viz. Smart board, multimedia power point projectors, Podiums, Lecterns, etc.**
>
> **The institution provides well internet equipped and stocked library of latest books and journals which the faculty uses efficiently to provide comprehensive and latest information 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

$\boxed{180}$

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.**

3. **Term End Examinations are conducted as per the University norms and regulations.**

2.9   No. of faculty members involved in curriculum

24		

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

2.10 Average percentage of attendance of students

$\boxed{85\%}$

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	**320**	**06**	**11.77**	**58.10**	**3.12**	**78.99**
B.Com	**06**	**0**	**0**	**66.6**	**0**	**66.67**
BSc	**194**	**6.50**	**42.10**	**35.15**	**9.50**	**93.75**
MSc Chemistry	**22**	**10**	**90.0**	**0**	**0**	**85**
MCA	**10**	**30**	**70**	**0**	**0**	**100**

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

Through teaching and non teaching staff meetings the IQAC makes contributions towards monitoring and evaluation of teaching-learning process in 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

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	**Nil**
UGC – Faculty Improvement Programme	**Nil**
HRD programmes	**Nil**
Orientation programmes	**Nil**
Faculty exchange programme	**Nil**
Staff training conducted by the university	**Nil**
Staff training conducted by other institutions	**Nil**
Summer / Winter schools, Workshops, etc.	**Nil**
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	**10**	**06**	**02**	**04**
Technical Staff	**05**	**03**	**0**	**04**

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:**
>
> ➢ **Developed a central research lab in physical sciences Block of the College. Instruments viz. FTIR Spectrophotometer, UV-Visible, Spectrophotometer, Hot Air Ovens, Muffle Furnace, Magnetic stirrer, Colorimeter, Centrifuge Machine, Distillation Unit, etc. were purchased out of DST FIST grants to inculcate scientific and research temperament among the students particularly P.G. students of the College.**

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	**Nil**	**Nil**	**01**
Outlay in Rs. Lakhs	22 lac	**Nil**	**Nil**	**12 lac**

3.3   Details regarding minor projects

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

3.4   Details on research publications

	International	National	Others
Peer Review Journals	06	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.   `04`   Chapters in Edited Books   `0`

ii) Without ISBN No.   `02`

3.8 No. of University Departments receiving funds from

UGC-SAP ☐   CAS ☐   DST-FIST ☐

DPE ☐   DBT Scheme/funds ☐

3.9 For colleges   Autonomy ☐   CPE `Yes`   DBT Star Scheme ☐

INSPIRE ☐   CE ☐   DST-FIST `Yes`

3.10 Revenue generated through consultancy   `0`

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	1	1	0	6
Sponsoring agencies	0	J&K Govt. & JK Bank Ltd.	0	0	0

3.12 No. of faculty served as experts, chairpersons or resource persons   `10`

3.13 No. of collaborations   International `0`   National `0`   Any other `0`

3.14 No. of linkages created during this year   `0`

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
04					02	02

3.18 No. of faculty from the Institution
    who are Ph. D. Guides | 01 |
    and students registered under them | 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 |

3.21 No. of students Participated in NSS events:

University level | 04 | State level | 0 |

National level | 0 | International level | 0 |

3.22 No. of students participated in NCC events:

University level | 0 | State level | 45 |

National level | 08 | International level | 0 |

3.23 No. of Awards won in NSS:

University level	0	State level	0
National level	0	International level	

3.24 No. of Awards won in NCC:

University level	02	State level	10
National level	08	International level	0

3.25 No. of Extension activities organized

University forum	0	College forum	06		
NCC	04	NSS	05	Any other	0

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

- **Remedial classes for weaker students of the college and coaching classes for entry into service for SC/ST/OBC and Minority students.**

- **Picnic of different classes was organized as an extension activity for the students.**

- **Mega recruitment drive under UDAAN was organized in the College. Large number of aspirants took benefit.**

- **Seminars on Peace and Communal Harmony in collaboration with Romeo Force Rajouri was organized in the College.**

- **Panting competition on the theme " Drug Addiction is an invitation to death and destruction".**

- **Many other activities like Anti Drug Addiction Drive, National Youth Da, Symposium on Truth and Non Violence, Inter College "Display your Talent", Extension lectures organized by various department of the College, establishment of Mulberry zone and mushroom unit was set up in the College. Besides massive plantation drive, Botanical, geological, and geographical tours and establishments of eco-park on the campus.**

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 (≥ 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 Block in the College having an area of 3500 sq ft., with total seating capacity of 100 students. The library remains open from 9.00 AM to 3:00 PM during usual working hours as well as vacations. At present all the existing books numbering 35571 stand computerised which facilitate quick delivery. 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 also uses this internet facility for downloading the new trends of research in different fields.
>
> **Computerization of administration**
>
> Administration of the College has become very effective due to computerization of various administrative aspects viz. preparation of Bills, Salary details of each employee, ensure correctness viz – viz, quick availability of required information etc.
>
> Admission and registration of the students is online and all information related to students and College matters is available on College website.
>
> All details regarding UGC financial assistance, projects can be obtained from the College very easily, due to the computerization.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	**31605**		**500**	**150000**	**32105**	
Reference Books	**4150**					
e-Books						
Journals	**03**	**18000**				
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	Depart-ments	Others
Existing	**100**	**05**	**12**	**12**	**02**	**03**	**05**	
Added	**12**	**Nil**	**Nil**	**Nil**	**Nil**	**Nil**	**05**	
Total	**112**	**05**	**12**	**12**	**02**	**03**	**10**	

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

2.00

ii) Campus Infrastructure and facilities

30.0

iii) Equipments

30.0 lac

iv) Others

10.50 lac

Total :

72.50 lac

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 Dr. Abdul Raouf, HOD, Mathematics, who 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.**

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2407	48	0	0

(b) No. of students outside the state

0

(c) No. of international students

0

Men

No	%
1430	59.41

Women

No	%
977	40.5

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1425	26	786	74	3	2314	1350	32	908	112	5	2407

Demand ratio   Dropout %

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

> **Remedial classes for weaker students of the College and coaching classes for Competitive Examination (Entry into services) for SC/ST/OBC and Minority Community students have been conducted under UGC 12th Plan scheme.**

No. of students beneficiaries   **380**

5.5 No. of students qualified in these examinations

NET   01   SET/SLET   01   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. The College has organized several lectures and guided students towards better carrier and future.**

No. of students benefitted   30

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
10	260	18	04

5.8 Details of gender sensitization programmes

> Number of programmes and seminars are organized to sensitize gender related issues.

5.9 Students Activities

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

State/ University level `40`   National level `0`   International level `0`

No. of students participated in cultural events

State/ University level `10`   National level `0`   International level `0`

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

Sports : State/ University level `17`   National level `0`   International level `0`

Cultural: State/ University level `02`   National level `01`   International level `0`

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	1668	10386000
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 `01`

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 as it is. However, HODs of the affiliating colleges are members of the Board of Studies in their respective subjects and modify and improve curriculum in keeping with the requirements of the students.

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

- **The class rooms are upgraded and smart boards, power point projectors and podium/ lecterns are installed in many class rooms so that the student of the College may be benefitted.**
- **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.**
- **The faculty members who participate in National/International level seminars/conferences share their experience with students and faculty with latest information and talent developments**.

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)** A centre research lab is established in Physical Sciences Departments. Research oriented instrument are purchased out of DST/FIST grants released for the purpose. Many teachers and PG students are engaged research activities in the campus.
>
> **(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.

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 have been purchased on routine basis.
- More Journals/Magazines have been Subscribed on the basis of library user's feedback.
- 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 and upgraded..
- Proposal for construction of Bathrooms for handicap students is submitted to UGC.

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.
- Three smart classrooms and nine semi smart class rooms have been established.

INSTRUMENTATION
- All labs are upgraded by procuring new instruments.
- Instrument like FTIR Spectrophotometer, UV-Visible spectrophotometer, Colorimeter, Distillation Units, Magnetic stirrer, digital balance, research microscopes and many other instruments of latest technology were procured for different departments of the college out of the DST/FIST grants.
- Proposals for setting up of Research Labs. has been submitted under RMSA scheme.

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, Career 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 JKPSC 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 merit basis. 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, Horticulture, Sericulture and Agriculture. The expert from these departments visited college and delivered lectures regarding establishments of units viz. apiculture, mushroom cultivation etc.

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 Accidental Benefit Schemes Provident Fund Festival Advance Health Centre Multi-gym and recreation facilities Workshops and trainings Staff Tour Personal Loans
Non teaching	College canteen Accidental Benefit Schemes Provident Fund Festival Advance Health Centre Multi-gym and recreation facilities Staff Tour Personal Loans
Students	Government Scholarships Financial Assistance to poor students Awards and Prizes Remedial coaching Tutorials Health Centre Coaching classes for SC/ST/OBC and Minority students for entry into services. Placement Cell Hostel and Transport facility Career and counseling Cell Grievances and Redressal cell Canteen

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 | NA | 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 remained involved in almost all activities of the college held during the session and provided full support. The association has also proposed to schedule an alumni meet 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 Dec.-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

- The college allows and encourages the staff to participate in development programmes conducted anywhere.
- Internet facility has been extended to support staff

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.

> **The college has implemented online admission system from the session 2015-16.**

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.
>
> * Implementation of online Admission system.
>
> * UGC, New Delhi has granted status of "College with Potential for Excellence" (CPE) to the institution.
>
> * DST Govt. of India has released grants Rs. 58.5 lacs under FIST Programme 2014 for development of Sciences Departments.
>
> * Purchase of scientific equipments and materials to enrich science departments laboratories.
>
> * 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 block and the Introduction of Remedial/ coaching Classes.**

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

7.4 Contribution to environmental awareness / protection

> o **Plantation drive**
>
> o **Waste management**
>
> o **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)

Annexure of 7.2

Goal

The main objective of the institution is to transform the students into well mannered 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**

- o **Laboratories to be equipped with new and research oriented equipments.**

- o **Establishment of language lab and more smart class rooms.**

- o **Seminars and conferences to be conducted for the welfare of the students and faculty.**

- o **Collaboration with institution and industries to be initiated.**

- o **Proposal for new class rooms to be submitted.**

- o **Proposal for more PG and UG Courses to be submitted to the administrative department.**

Name: Dr. Abdul Raouf   *Name: Prof. S. H. Shah*

                                                                        (Principal)

_____   _____

Signature of the Coordinator, IQAC   *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

****