

**Government Degree College Rajouri**

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

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**Govt. Degree College Rajouri**

Presented by IQAC Co-ordinator

**2016-17**



Website: [www.gpgcollegerajouri.ac.in](http://www.gpgcollegerajouri.ac.in). Email: [gdcrajouri@gmail.com](mailto:gdcrajouri@gmail.com)  
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# The Annual Quality Assurance Report (AQAR) of the IQAC

## Part – A

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

2016-17

### 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:

DR. JAVAID AHMED QAZI

Tel. No. with STD Code:

01962-262510

Mobile:

+919419171895

Name of the IQAC Co-ordinator:

Prof. Zamir Ahmed Mirza

Mobile:

+91-9419267414

IQAC e-mail address:

***zamirza222@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	<b>1<sup>st</sup> Cycle</b>	<b>B++</b>	<b>80.14</b>	<b>2005</b>	<b>5year</b>
2	<b>2<sup>nd</sup> Cycle</b>	<b>A</b>	<b>3.11</b>	<b>2014</b>	<b>5year</b>
3	<b>3<sup>rd</sup> Cycle</b>				
4	<b>4<sup>th</sup> Cycle</b>				

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 \_\_\_\_\_ (24/11/2016)  
 ii. AQAR \_\_\_\_\_ (26/12/2018)  
 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, 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	<div>NA</div>
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University with Potential for Excellence	<div>NA</div>	UGC-CPE	<div>Yes</div>
DST Star Scheme	<div>NA</div>	UGC-CE	<div></div>
UGC-Special Assistance Programme	<div>Yes</div>	DST-FIST	<div>Yes</div>
UGC-Innovative PG programmes	<div></div>	Any other ( <i>Specify</i> )	<div></div>
UGC-COP Programmes	<div></div>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<div>9</div>
2.2 No. of Administrative/Technical staff	<div>2</div>
2.3 No. of students	<div>0</div>
2.4 No. of Management representatives	<div>0</div>
2.5 No. of Alumni	<div>0</div>
2. 6 No. of any other stakeholder and Community representatives	<div>0</div>
2.7 No. of Employers/ Industrialists	<div>0</div>
2.8 No. of other External Experts	<div>NA</div>
2.9 Total No. of members	<div>11</div>
2.10 No. of IQAC meetings held	<div>02</div>

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

National: National Conference on Inter disciplinary Sciences and Humanities.

2.14 Significant Activities and contributions made by IQAC

Implementation of Choice Based Credit system (CBCS) for all the programmes offered in the College from the session 2016-17.

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
To implement choice based credit system for all the programmes offered through regular mode	Choice Based Credit system was adopted w.e.f. 2016-17 for all the programmes in UG semester-I
Remedial classes for weaker students and coaching classes for SC/ST/OBC/Minority community students for entry into services	Large number of college students benefitted from remedial coaching classes conducted in the college. The students belonging to SC/ST/OBC/ Minority Community were benefitted by the coaching classes conducted in the college for entry into services.

\* 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 ☐

## **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	04	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
<b>Total</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>
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 (Choice Based Credit System) has been introduced at UG level from the current academic session 2016-17.**

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	11
Trimester	0
Annual	02

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

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.

**The affiliating University i.e. University of Jammu is holding meetings of board of studies for revision / deletion/ addition of syllabi regularly during the session. The HOD of the College also participate in the meetings of board of studies in the university of Jammu in the concerned department. The suggestion of all the members are considered and syllabus is prepared for the course of studies.**

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

**No**



## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
<b>86</b>	<b>77</b>	<b>06</b>	<b>0</b>	<b>3</b>

2.2 No. of permanent faculty with Ph.D.

**28**

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
<b>50</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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	<b>0</b>	<b>100</b>	<b>30</b>
Presented papers	<b>0</b>	<b>60</b>	<b>20</b>
Resource Persons	<b>0</b>	<b>12</b>	<b>09</b>

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

**Most of the class rooms were renovated and upgraded. Fixed seats for students were installed as the Government has released sufficient grants for the purpose. Three class rooms were fully upgraded to become smart class rooms where as 10 class rooms were provided with smart board, power point projectors and computers for better deliverance to the taught. Two computer labs were established with full internet connectivity for the students of the College besides well equipped computer labs of MCA and Computer Application Departments.**

**The institution provides well internet equipped and stocked library of latest books and journals which the faculty and the students uses efficiently. The Institution also organises the quiz competition, seminars, moral lessons and other co-curricular activities for the improvement of the skill and knowledge.**

**Every Department is provided with computers so that departmental works can be done at their own.**

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

180
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

**The affiliating university i.e. University of Jammu has opened an evaluation centre in the College. The teachers of the institution fully engaged in the examination/ evaluation process. Evaluation in the institution will help the university to declare the results in time.**

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 

28		
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2.10 Average percentage of attendance of students 

80 - 85%
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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	460	3.9%	11.50	57.13	6.39	78.92
B.Com	07	0	0	71.4	0	71.4
BSc	289	5.59	37.20	25.32	7.21	89.96
MSc Chemistry	20	05	60.11	13	0	85.0
MCA	03	0	100	0	0	100

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

**IQAC provides quality bench marks/parameters for various 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. It also suggest the institution regarding development of the campus and creation of new infrastructure.**

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	<b>08</b>
UGC – Faculty Improvement Programme	<b>02</b>
HRD programmes	<b>0</b>
Orientation programmes	<b>03</b>
Faculty exchange programme	<b>05</b>
Staff training conducted by the university	<b>0</b>
Staff training conducted by other institutions	<b>0</b>
Summer / Winter schools, Workshops, etc.	<b>0</b>
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	<b>14</b>	<b>06</b>	<b>0</b>	<b>04</b>
Technical Staff	<b>14</b>	<b>03</b>	<b>0</b>	<b>04</b>

## 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:**

- A central research lab is developed in the physical sciences block of the institution as an initiative of the IQAC to promote research activities in the institution.
- 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. More equipments will be procured to facilitate the teaching faculty and the students to undergo research works.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	0	Nil	Nil
Outlay in Rs. Lakhs				

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	01	0
Outlay in Rs. Lakhs	0	0	0	0

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	02	10	0
Non-Peer Review Journals	0	0	0
e-Journals	0	0	0
Conference proceedings	0	01	01

#### 3.5 Details on Impact factor of publications:

Range  Average  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				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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  DST-FIST

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	01	0	0	06
Sponsoring agencies	0	01	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  From Management of University/College   
 Total

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

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

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
 National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
 National level  International level

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="0"/>	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

- 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.
- Subject tours of Botany, Zoology, Geology, Biotechnology and Geography were conducted for the exposure of students.

## 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	18	01	FIST	19
Seminar Halls	02	Nil	Nil	02
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	0	Nil	0	0
Value of the equipment purchased during the year (Rs. in Lakhs)	21.0	Nil	Govt.	21.0
Others	2.0	Nil	Govt.	2.0

#### 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 more than 100 students. The library remains opened from 9:00 am to 10:00 pm. The library also remains open during summer and winter vacations. At present all the existing books numbering more than 4000 stand computerised which facilitates quick delivery, scrutiny and data rewarding. There are 5-6 counters equipped with internet facility used by the students and staff for browsing, downloading and printing.

##### **Computerization of administration**

Administration of the College has become very efficient and effective due to computerization of administration in various aspects; 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 now online and all information related students and all other information also available 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	<b>31605</b>		<b>600</b>	<b>250172</b>	<b>32205</b>	
Reference Books	<b>4000</b>		<b>20</b>	<b>16280</b>	<b>4020</b>	
e-Books						
Journals	<b>24</b>	<b>15000</b>				
e-Journals	<b>Nil</b>	<b>Nil</b>				
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	<b>100</b>	<b>05</b>	<b>12</b>	<b>12</b>	<b>01</b>	<b>03</b>	<b>02</b>	
Added	<b>08</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>03</b>	
Total	<b>108</b>	<b>05</b>	<b>12</b>	<b>12</b>	<b>01</b>	<b>03</b>	<b>05</b>	

#### 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	1.50
ii) Campus Infrastructure and facilities	30.0
iii) Equipments	2.00
iv) Others	0.50
<b>Total :</b>	<b>34.00</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC of the College has impressed upon the cultural and literary committee, NSS Programme Officers and NCC Officers of the College to display the programme chart / calendar and organize the programmes accordingly. The meritorious/ outstanding students may be encouraged with awards, mementoes and certificates. The IQAC of the College also impressed upon the college administration to publish the college magazine which must include the articles of the students. For the awareness of the students regarding the staff, committees and subject streams, the institution publishes and updated prospectus annually. The prospectus provides all the necessary information for the students. The handbook is having complete information and 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](http://www.gpgcollegerajouri.an.in).

#### 5.2 Efforts made by the institution for tracking the progression

The College has an IQAC cell headed by the Mr. Zamir Ahmed Mirza Associate Professor Department of Chemistry, who actively monitors the progression. The IQAC of the College 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
2775	55	0	0

#### (b) No. of students outside the state

0

#### (c) No. of international students

0

No	%
1525	54.23

Women

No	%
1305	46.11

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1425	26	786	74	3	2314	1541	17	1181	91	0	2830

Demand ratio

Dropout %

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

**The College has conducted Remedial coaching classes for weaker students of the College and coaching classes for entry into services for SC/ ST/ OBC/ Minority community students. All the faculty of the college cooperated in the conduct of coaching and funds were released by UGC for the purpose.**

No. of students beneficiaries

410

5.5 No. of students qualified in these examinations

NET		SET/SLET	02	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 students are regularly been guided by the career counselling.**

No. of students benefitted

350

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
20	700	280	0

5.8 Details of gender sensitization programmes

The College gender sensitization committee has aware the students regarding anti ragging, use of anti harassment

5.9 Students Activities

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

State/ University level

90

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	18	36500
Financial support from government	2479	14265475
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 issues 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 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. The suggestion of the college teachers are also considered while preparing the curricula.

The heads of various departments of the College are actively participated in designing the curriculum, its development and revision process in the board of studies meetings conducted at University of Jammu. Choice Based Credit 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 at 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 of the departments of the College for giving latest trends in teaching and research activities 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 being 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. The university has also opened an evaluation centre in the College from the current session. Almost all the faculty members are engaged in the evaluation process.

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.

#### 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

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 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: Prof. Zamir Ahmed Mirza*

*Name: Dr. Javaid Ahmed Qazi*  
**(Principal)**

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

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*Signature of the Chairperson, IQAC*

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**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

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