



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

GOVERNMENT DEGREE COLLEGE

**KHEORA NEAR GOVT. DEGREE COLLEGE RAJOURI
185133**

www.gpgcollegerajouri.ac.in

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

March 2019

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Govt. Degree College Rajouri was established during 1981 by Govt. of Jammu & Kashmir at District Headquarter, Rajouri. The college is a co-education institution recognized by University Grants Commission under section 2f & 12B and re-accredited with Grade 'A' by NAAC on 21st Feb. 2014. It is located in rural hilly area near the border having high percentage of students belonging to Backward Classes viz. SC/ST/OBC/Minorities.

The college campus area is 12.04 acres (48775 sq.m) which includes constructed buildings, lawns and playgrounds. The infrastructure of the college includes Administrative Block, Physical Sciences Block, Bio-sciences Block, Geology, Biotechnology and Computer Sciences Block, Arts and Commerce Blocks, Physical Education Block and Automated Library Block with 54,000 Books and Journals. Besides, there is a multipurpose hall, three hostels (two for boys and one for girls), Staff Quarters, College Canteen, First Aid Centre, Career counselling Cell, women Empowerment cell, NSS and NCC wings. The College is also equipped with EDUSAT and separate UGC resource centre for the Internet Facility to the students. College Bus for transport facility to the needy students is also available. Interruption of electricity is compensated by three numbers of Generators.

The College offers all subject combinations in Sciences, Arts, Commerce, Humanities, B.C.A. at UG level. The College also holds the honors of teaching Chemistry & MCA at PG level. The teaching faculty consists of 62 permanent associate and assistant professors plus 37 teachers on academic arrangement. Besides, Chief Librarian and Physical Education Director, there is sufficient official and menial staff in the College. The College holds the responsibility of imparting education to around 3000 regular students and also around 4000 students through distance mode from recognized centres of IGNOU, MANUU and DDE of University of Jammu.

The college has IQAC (Internal Quality Assurance Cell) to enhance academic excellence and co-curricular activities. The College Co-operates and inspires the permanent faculty members to enhance their academic pursuit. The College has brought good results in academics, sports and co-curricular activities. The College is giving an impetus to the science laboratories to develop scientific temper among the students with the available infrastructure.

Vision

To plan for action, to achieve the pre-determined objectives (goals) of developing the College into an 'Institute of Excellence' and upgrading it to the status of a "full fledged platform for complete and desirable transformation of students into good and self dependant citizens with a great role to play in the service by optimum utilization of the existing limited/scarce resources, up-gradation of the professional skills and mobilization of additional resources, with high emphasis on qualitative improvement but at the same time without ignoring the quantitative aspect.

1. The additional requirement over the existing provision and problems both in scholastic and co-scholastic sectors viz. administration, discipline, punctuality, financial management, modern expertise

services, amenities for students and teachers, recreation facilities, attractive & more beautiful campus, more hostel (one being under construction), welfare services etc. be determined so that remedial action plan for short-term and long-term solution undertaken for creating a conducive educational environment.

2. Optimum utilization of the existing resources i.e. human resources, financial resources, infrastructure etc. is to be ensured, keeping in view the need under academic, financial, administrative and welfare sectors. Further, steps be taken for improving the efficiency & effectiveness of the system qualitatively by providing training etc.
3. Providing high quality, innovative, and responsive education and training programs, including comprehensive education that leads toward certificates, diplomas and applied degrees.
4. Advancing new approaches to education, including academic centres of excellence.
5. Entering into alliances with industry and academic partners to enhance Centennial's education and applied research thrust.
6. Promoting the unique character of College campus.
7. Providing an effective, supportive, safe, accessible and affordable learning environment, using latest information technologies, where appropriate, to support these directions.
8. Providing lifelong education and training that produces graduates with the skills necessary to sustain individual career success within a global economy.

Taking a leadership position in influencing education and other related public policies and conducting applied research that will create the new products and services necessary for sustaining the economic health of our external community.

Mission

1. As an educator this College will provide for students the opportunity to make a positive difference in their lives to help them accomplish unexpected goals. We shall enhance learning to support our students in achieving their highest potential by integrating technology into the curriculum. We have a mission to integrate learning techniques that will implement concrete knowledge of technology and humanity that will emphasize mastery of understanding. Through committed support from educators, faculty, staff, parents and the community, we shall advance learning to support the students. This will allow students to become confident, creative, motivated, technology-ready students. We will provide leadership to achieve these standards of excellence each student deserves for a modern society.
2. Preparation of workable action plan by fixing year wise target of achievement for the next 5 years commencing from 2019 for implementation.
3. Strict implementation of UGC/NAAC guidelines.
4. Opening of PG classes in all the important subjects in phases.
5. Introduction of socially useful job oriented Vocational subjects.
6. To accord greater importance on information technology and library sectors.
7. To maintain high quality in every academic activity.
8. Provision of adequate facilities for recreation of students/teachers etc.
9. Provision of more improved hostel facilities, sanitation/toilet etc.
10. Campus beautification.
11. Mobilization of additional resources.
12. Providing learning opportunities that support the intellectual, social, and personal development of all students.
13. Creating instructional opportunities and environments that are adapted to diverse learners and integrate

appropriate measures.

14. Designing learning experiences based upon knowledge of the discipline, students, the community, curriculum goals, and research-based best practices.
15. Creating learning environment that encourages positive social interaction, active engagement in learning, and self-motivation.
16. Implementing various assessment strategies to support the continuous development of all students.
17. Following the guidelines of the government and UGC and becoming an instrument of peace and working for social justice and the betterment of the community.
18. Establishing a positive climate for learning and holding high expectations and building up others through encouragement and affirmation.
19. Serving students' needs before our own and modelling respectful and compassionate behaviour.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. The College Staff consists of veteran educationists committed to the institution's mottoes. The College has a long experience of educating students from diverse backgrounds.
2. Clearly stated humanist vision and objectives guiding the activities of the College.
3. Humanitarian atmosphere among the students and faculty.
4. The College stands equipped with updated and modern Science Laboratories and all the Science departments are supported by DST-FIST.
5. Highly qualified faculty most of them are having Ph.D. Degrees.
6. Good research atmosphere with so many research papers published in various Research Journals.
7. Recognised as the College with Potential for Excellence by UGC.
8. Fast growing college accredited with Grade "A" by NAAC and aided by Department of Science and Technology under FIST Programme-2014.
9. The College has organised National and International Seminars, Workshops, Conferences and certain other progressive adventures on the Campus.
10. A green and clean pollution-free campus on the outskirts of town away from noise pollution and public interference with excellent facilities.
11. Rich library with nearly 54000 books with access to e-resources.
12. Sound, transparent and well-structured accounting system.
13. A special Network Resource Centre for Internet facility for students is in operation since 2013.
14. Harmonious relationship among the members of the College Management, staff, students and parents.
15. Illustrious faculty, student-cantered teaching.
16. Teachers firmly believe in lifelong learning.
17. Integration of teaching and practices.
18. High success rates in examinations as compared to University results.
19. Excellence in sports.
20. Pioneers in offering courses like Biotechnology and Computer Sciences.
21. Representation by a large number of faculty members in Board of Studies contributing to curriculum design and implementation.
22. Wide range of extension, co-curricular and extra-curricular activities.
23. Student feedback analyzed and used for improvement in all processes.
24. Optimum utilization of resources.
25. Student-friendly services.

26. Concern and facilities for differently abled students.
27. Gender and eco-friendly premises.
28. Vibrant IQAC members.

Institutional Weakness

1. Collaborative projects are not sufficient.
2. Teacher student ratio in some of the courses is high.
3. Placement facility doesn't cover all outgoing students.
4. Limitation of space.
5. Due to Geographical and economic background of students and the paucity of time available to them, limitation on implementing of value added courses.
6. Paucity of time for the teachers for research work.
7. The target that all the faculty members with Ph.D. qualifications are yet to be achieved.
8. Non availability of University Sponsored Research Centres.
9. Non availability of adequate permanent faculty members
10. Due to being located along the border belt the influx of the students is not that much.
11. With a geographic location of this area, the transportation system also remains a concern for the rural students who may not have reliable methods of getting to the College well in time.
12. The total student population may be divided into two parts, the students from the villages and those who are from the local town. Due to socio-economic disparity, the proximity between these two classes of students becomes difficult to be maintained. Most of the rural students (because of being poor) remain concerned about their survival first and thereafter their studies, hence in spite of having much potential and capacity the rural students lag behind in studies.

Institutional Opportunity

1. Scope for preparing national and international sportspersons.
2. Abundant scope for collaborations in research work and other formative enterprises.
3. Scope for initiating more number of community development programs.
4. Opportunity to have more number of faculty and student exchange programs.
5. Scope for starting vocational courses in fields such as media studies, agricultural product management, music, environment conservation, etc.
6. Scope for enhancing inter-disciplinary approach in teaching learning and research.
7. Better use of the vast potentials of the alumni in shaping of the institution into a much better locus of transformation.
8. Strengthening the linkages with industry and other organisations supporting vocational side of students shaping and orientation.
9. Soft skills training to all students.
10. Scope for providing better placement assistance facilities.
11. Scope for undertaking more number of quality initiatives.
12. Locational advantage for strengthening academia-industry linkages
13. Streamlining collaborations and consultancy
14. Exploring possibility of collaborative Seminars, Conferences, and Workshops, etc.
15. Provide more and more space to the teachers and students to engage them in research initiatives and events.

16. Learning is acquiring new knowledge, behaviours, skills, values or preferences. It may involve processing different types of information. Learning functions can be performed by different brain learning processes, which depend on the mental capacities of learning subject/ the type of knowledge which has to be acquired, as well as on socio-cognitive and environmental circumstances.
17. Human learning may occur as part of education or personal development. It may be goal-oriented and may be aided by motivation.
18. We can open special coaching centres for the economically downtrodden students to prepare for competitive examinations in life.
19. We can introduce vocational courses in College as well where our students can work and earn their livelihood also.

Institutional Challenge

1. Too much reliance on government grants creates inflexibility
2. Rising cost of education.
3. Increasing preferences for professional education.
4. More marketing strengths are required among the students.
5. Continuously upgrading technological tools of education.
6. Catering to the ever-altering Industrial-Corporate requirements.
7. Keeping pace with the rapid changes in higher education.
8. The proper and timely implementation of educational policies.
9. Sustaining quality along with access.
10. Geographical locations and economic conditions of the students.
11. Providing resources for marginalized students.
12. Lack of boarding facilities for all the girls and boys students in the campus.
13. Generation of resources for up-gradation of infrastructure.
14. One more challenge our students are faced with is to cover all the students to keep pace with the age of Science and Technology.
15. Future Planning is another challenge for students.
16. Majority of the students comes from the rural backgrounds they feel difficulty in adjusting themselves in the town.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

1. Shaping the behavior and get-up of the students: Considering it a very important part of curriculum implementation, the College administration focuses its concentration on the fundamental needs and requirements of the students and institution. The institution ensures that the students come in proper uniform complying with all components of a Student's Get-Up. Apart from the institution sets learning targets requiring lower level skills before those requiring higher level skills, for example, before the teacher starts the syllabi, the teacher categorizes, divides or chapterises the total content course and complete the same in a methodical way. This way teaching learning process becomes easier and the students are escorted from the threat of confusion.

2. Assessment Procedures: This procedure involves all the basic techniques to make an assessment of what has been taught and learnt by teacher and student in a year or session on monthly/ fortnightly/ weekly basis

through week-end tutorial, class-room Mock-Test, classroom question-answer sessions and by talking to the students individually.

3. Information Gathering: Due to being hailing from the poor and underprivileged backgrounds the students may sometimes lack the information required to analyze the problems they encounter. The activities, such as organizing a picnic, symposia, academic minor competitions, etc. definitely help the students in gathering information which is largely responsible for the all over shaping of a student's career.

4. Way of Delivering Lectures: The institution adopts all possible techniques to impart knowledge to the students. Apart from traditional teaching, we have provisions of smart class-rooms fully equipped and fit for up-to-date teaching-learning process. Teaching through Power Point Presentation has proved a great success.

5. Congenial Atmosphere for Mutual Discussion for Students: The Institution provides an atmosphere to the students for friendly discussion and healthy conversation. Through discussions, the students learn to look into problems and are thus motivated to think. Through discussions, they express their own views and at the same time listen to the views of their counter-parts as well so that they can review themselves.

Teaching-learning and Evaluation

1. It is quite obvious that a successful teaching, learning and evaluation process requires a meticulous planning. An outline of the plan is prepared by the committee, which consists of Principal, Vice Principal, Heads of the Departments and IQAC members.
2. At the start of every academic session the Principal addresses the members of the teaching staff and students about the terms and activities to be conducted. Class wise orientation programs are conducted for the students awareness.
3. Academic calendar is prepared for the year and is also available on the website.
4. In order to discuss various issues for the smooth functioning of the college meetings of the Principal and Heads of the departments are convened during the session when needed.
5. Heads of the departments conduct meetings with their colleagues to discuss the time table and topics are allotted so that teachers have adequate time to plan their teaching and prepare material to be given to the students. In case of science subjects, practical manuals are prepared by the teachers to facilitate the learning process and this enables them to devote more time for acquiring skills. The curriculum is distributed and syllabus is divided in to number of lectures.
6. A highly efficient mechanism for evaluation exists in the college. The rules regarding tests and examinations are explained in the prospectus and on the website as well. In addition, in the beginning of the academic year, the syllabus and evaluation procedures are explained to the students in lecture rooms and displayed on the notice boards of various departments, boys and girls common rooms and website. The examination committee meets to chalk out the time table for conducting theory and practical examinations. Evaluation of Internal Assessments is done by a centralized assessment process and the results are also analyzed by the examination committee before they are sent to the University.
7. Teachers efficiently plan their lecture schedule and often engage extra lectures for problem solving and discussion on difficult topics. The students respond positively to these extra lectures.

Research, Innovations and Extension

1. A one day orientation programme is conducted for all new recruits wherein they are informed about the

institutional policies. They are informed about their career prospects and how the institution will help them to grow. The teachers are encouraged to complete their orientation and refresher courses well in time. Research is promoted by encouraging them to write research proposals to various funding agencies. The college organizes continual programmes where teachers are given an opportunity to make computer aided presentations. The interaction among the faculty members enables them to share their expertise with each other and new ideas are exchanged. They also learn to make effective presentations from each other experiences.

2. Notices regarding conferences/ seminar/ workshops are displayed on the notice board and also provided to the departments. Not only this the staff and students are also motivated to make their active participation in such events by way of research papers, poster presentation and talks etc.
3. We have updated facility of power-point presentations using smart boards and internet facility. This effort of course has gone a long way to inculcate an interest and aptitude for research into the minds of the budding scholars.
4. Teachers have a provision of study leave for completion of their Ph.D. work. Papers for sanctioning Faculty Development Programme for teachers are processed well in time.
5. Leave is granted for going abroad in case of collaborative work, attending seminars, conferences and workshops etc. All possible efforts are made to facilitate the process of research work for the faculty.
6. Our college also organises workshops, seminars at State, National and International level. We have got the credit of organising National Level Conferences in Arts and Sciences and remained successful in attracting participation from almost all the parts of the country.
7. Faculty is encouraged to acquire advanced instrumentation and laboratory skills by attending training programs in house or in other institutions.

Infrastructure and Learning Resources

The College is well equipped to facilitate all the teaching and learning processes efficiently. The campus is spread across an area of more than 12 acres. It has about 20 class-rooms, 18 laboratories, one spacious and fully updated computer laboratory, 08 Smart Classrooms, 01 spacious Auditorium, and one EDUSAT Hall. In addition to this there is well established administrative block in the College. The College also has adequate facilities for sports, games and cultural activities. A Gymnasium equipped with all the fine and latest apparatus for students is also available on the campus. At times, we also give entry to the students of schools and other Colleges of the town where there is no provision for the physical exercises etc. This way healthy exchange of ideas among the young students takes place apart from the proper usage of the Gymnastic apparatus. When needed, during summer we also out-source the gymnasium to generate revenue for the College especially when our own students are away at home availing summer vacations. A beautifully maintained Central Park and a well furnished Girls Common Room are also there for the girl students. The College has conference room, NCC premises, NSS Unit, play grounds to cater to various sports such as Cricket, football, volleyball, basketball, etc. Library remains opened till 10 pm where students sit and study. The library has nearly fifty four thousand books. In addition, library has rare books and special collections which are of great historical significance. The College library is fully automated and it is not even a bit time wasting for students to find books from the Book-Shelves. Apart from it all the departments have been provided with the computer facilities along with Wi-Fi connectivity so that the teacher themselves should be in touch with all the recent developments in the domain of science, arts and commerce. A good number of teachers and students use library daily. We have signed a MoU with Jio-Reliance so that our students may benefit themselves from the Internet Facility.

Student Support and Progression

Keeping Mahatama Gandhi's words in mind, "By education I mean bringing out an all round development of a human being", the College aims at developing the all round personality of the students and towards this the College has healthy environment and supportive resources for student progression and well being. We have a healthy provision of various types of Scholarships for the students so that their studies may go ahead in a satisfactory manner. The ST/ RBA/ SC/OBC categories Scholarships for the students coming from economically oppressed and backward sections of society and also the management of the College extends financial assistance to many orphan and poor students who cannot afford to continue their education. The College has also a provision of remedial classes for the poor students and capability enhancement schemes such as Guidance for Competitive Examinations, Career Counselling, Coaching Classes and Personal counselling. This College has produced a number of officers for various departments holding very good positions. We have produced judges, KAS officers, Professors, Doctors and teachers etc. We have succeeded in launching so many students into private sector through UDAAN. Percentage of student progression to higher education is a matter of pride for the students. An umpteen number of students are pursuing their higher studies doing PG, M. Phil and Ph.Ds. in various disciplines across the country. Dozens of them have qualified NET/SLET as well. We have positions, distinctions and medals in academic as well as sports field. The College has an elected Student Council. It is headed by a Head Boy and a Head Girl elected through secret voting. Student representatives are members of the College committees. Apart from this we offer value added programmes to orient our students for the society. We ensure effective curriculum and have made it mandatory for the teachers to spare at least 15 minutes every day to deliver lecture on moral education.

Governance, Leadership and Management

Govt Degree College is administered by the Department of Higher Education J&K Government. Each year, the College makes a systematic perspective plan in response to the feedback received and the emergent needs. The organizational structure has the Principal at the helm, aided and supported by the departmental Heads in the matters of financial disposal and academic affairs. The roles of all the components of the College are well defined. The College has a well established grievance Redressal mechanism. The College has started e-governance in administration, finance and accounts, student admission and support and examinations. The College has constituted various committees for the smooth functioning of the college. In the past five years many faculty members have been given financial assistance to take part in seminars and conferences. The College has practically succeeded in conducting so many progressive programmes and events on the campus that went a long way on the transformation and restructuring of the teaching faculty. The department of audit and finance J&K Govt. conducts financial audits of the Institution after every two years. The IQAC of the College stresses upon the teaching faculty to complete the syllabi well in time and seeks report regarding this through Principal of the Institution. The College IQAC is functional and contributes to the quality culture on the campus. The IQAC undertakes quality sustenance and quality enhancement measures. IQAC of and on convenes the meetings of the staff to convey them the latest developments in regard to career advancement criteria or some revised UGC norms, etc. When API Score System was introduced, the IQAC convened a meeting to practically make the entire faculty understand as what are these APIs and how all this process is to be completed.

Institutional Values and Best Practices

The College has conducted several informative and constructive programmes like Beti Bachao Beti Padhao, Anti-Drug Campaigns, SVEEP, Traffic Week, and many other mutual inter-active drives to render awareness to the students in addition to academic training and extension programmes through NSS. The College shows

gender sensitivity by providing facilities such as safety and security, counselling and common room facility to girl students. Green practices are adopted by the college include encouraging students and staff in using public transport, providing pedestrian friendly roads on the campus, ensuring plastic free campus and paperless office to considerable extent. College is green landscaping with trees and plants. The College has provided wheel chair facility to a differently-abled student. The college also has a well-established First Aid Room to provide an emergency support in case of any health problem faced by the students during college hours. The College has a dedicated unit called Network Resource Centre for all the students for availing internet facility. In the last five years the College has initiated many activities for promotion of national integration, communal harmony and human values as well as for observance of fundamental duties towards the society. We organize a number of activities throughout the year that contribute to developing among staff, students and the society at large humane values and professional ethics. Among the several best practices are Outreach Programme on Swatch Bharat Abhiyan, Drug Abuse and Empowerment of Women. Overall, the College functions true to its distinctive vision by providing quality education to all the students. We have succeeded in maintaining communal harmony and making this college the best example of fraternity.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVERNMENT DEGREE COLLEGE
Address	KHEORA NEAR GOVT. DEGREE COLLEGE RAJOURI
City	RAJOURI
State	Jammu And Kashmir
Pin	185133
Website	www.gpgcollegerajouri.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	JAVAID AHMED QAZI	01962-262510	9419171895	01962-26182 5	gdcrajouri@gmail.com
Associate Professor	ZAMIR AHMED MIRZA	01962-0262510	9419267414	-	zamirza222@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details

Date of establishment of the college	20-04-1981			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name	Document		
Jammu And Kashmir	University of Jammu	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC	10-12-1985	View Document		
12B of UGC	08-01-1986	View Document		
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

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

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	Yes
If yes, date of recognition?	01-04-2016
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	KHEORA NEAR GOVT. DEGREE COLLEGE RAJOURI	Rural	12.04	48775

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom, Commerce	36	Higher Secondary Part Two	English	30	19
UG	BCA, Bca	36	Higher Secondary Part Two	English	20	5
UG	BSc, Science	36	Higher Secondary Part Two	English	480	412
UG	BA, Arts	36	Higher Secondary Part Two	English	960	890
PG	MSc, Chemistry	24	Graduation	English	22	20
PG	MCA, Computer Science	36	Graduation	English	22	9

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				11				59			
Recruited	1	0	0	1	11	0	0	11	43	8	0	51
Yet to Recruit	0				0				8			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				37			
Recruited	0	0	0	0	0	0	0	0	25	12	0	37
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				38
Recruited	27	3	0	30
Yet to Recruit				8
Sanctioned by the Management/Society or Other Authorized Bodies				38
Recruited	36	2	0	38
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	3	0	0	19	1	0	24
M.Phil.	0	0	0	0	0	0	2	2	0	4
PG	0	0	0	8	0	0	12	3	0	23

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	9	1	0	10
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	16	11	0	27

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Certificate	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
PG	Male	30	0	0	0	30
	Female	36	0	0	0	36
	Others	0	0	0	0	0
UG	Male	1544	0	0	0	1544
	Female	1158	1	0	0	1159
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	62	9	90	159
	Female	48	11	99	113
	Others	0	0	0	0
ST	Male	639	633	770	824
	Female	496	548	608	736
	Others	0	0	0	0
OBC	Male	59	48	40	19
	Female	59	43	44	14
	Others	0	0	0	0
General	Male	583	940	520	480
	Female	490	598	443	424
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		2436	2830	2614	2769

3. Extended Profile

3.1 Program

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

Response: 32

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
32	32	31	31	31

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2614	2830	2436	2314	1947

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
1686	1349	1419	931	805

File Description	Document
Institutional data in prescribed format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
434	561	387	284	378

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

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

2017-18	2016-17	2015-16	2014-15	2013-14
98	101	82	83	79

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
71	71	71	71	45

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 20

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

2017-18	2016-17	2015-16	2014-15	2013-14
8.0	5.90	7.70	8.80	7.30

Number of computers

Response: 150

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

1. Shaping the behaviour and get-up of the students: Considering it a very important part of curriculum implementation, the College administration focuses its concentration on the fundamental needs and requirements of the students and institution. The institution ensures that the students come in proper uniform complying with all components of a Student's Get-Up. Apart from the institution sets learning targets requiring lower level skills before those requiring higher level skills, for example, before the teacher starts the syllabi, the teacher categorizes, divides or chapterises the total content course and completes the same in a methodical way. This way teaching learning process becomes easier and the students are escorted from the threat of confusion.

2. Assessment Procedures: This procedure involves all the basic techniques to make an assessment of what has been taught and learnt by teacher and student in a year or session on monthly/ fortnightly/ weekly basis through week-end tutorial, class-room Mock-Test, classroom question-answer sessions and by talking to the students individually. Conducting Internal Assessment Test before routine examinations is another modus operandi to make an assessment of the students' performance.

3. Information Gathering: Due to hailing from the poor and under privileged backgrounds the students may sometimes lack the information required to analyze the problems they encounter. The Institution makes all efforts to teach them to gather relevant information from various sources, e.g. teachers, parents, newspapers or the library and help them to develop a more objective and systematic way to deal with problems. Activities, such as organizing a picnic, get-togethers, symposia, academic minor competitions etc definitely help the students gathering information which is largely responsible for the overall shaping of a student's career. The college organizes regular workshops, Seminars, Conferences for a healthy exchange of thoughts. The Career-Counseling Cell conducts continual meetings with the students to guide and chisel them up.

4. Way of Delivering Lectures: The institution adopts all possible techniques to impart knowledge to the students. Apart from traditional teaching, we have provisions of smart class-rooms fully equipped and fit for up-to-date teaching-learning process. Teaching through Power-Point Presentation has been proved a great success. Fully equipped laboratories are available in the College where the students perform result oriented and successful experiments. In traditional teaching we encourage our students to go to the library, consult books, collect study material and prepare notes for examinations. Apart from this the College library remains open upto 10 pm where time-slots have been fixed for boys and girls.

5. Congenial Environment for Mutual Discussion for Students: The Institution provides an atmosphere to the students for friendly discussions and healthy conversation. Through discussions, the students learn to look into problems and are thus motivated to think. Through discussions, they express their own views and at the same time listen to the views of their counter-parts as well so that they can review themselves.

1.1.2 Number of certificate/diploma program introduced during the last five years**Response:** 10**1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
03	03	04	0	0

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years**Response:** 132.05**1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years**

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

File Description	Document
Details of participation of teachers in various bodies	View Document

1.2 Academic Flexibility**1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years****Response:** 65.63**1.2.1.1 How many new courses are introduced within the last five years**

Response: 21

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 93.75

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 30

File Description	Document
Name of the programs in which CBCS is implemented	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 1.51

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
56	56	84	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

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

Response:

The cross-cutting issues like Gender, Environmental sustainability, Human Values and Professional Ethics etc., find an ample space when it comes to applying them positively into the curriculum. We believe in maintaining healthy environment for all its students.

- **Gender:**

1. **Women Grievances Committee:** It is formed only by female faculty members and also one student representative from each stream. We are proud to state that in our college the incidents of sexual harassment of female students are nil due to the discipline in the campus. Yet this cell interacts with girls students at regular intervals to identify any sort of issues existing. The women cell is capable of dealing with the cases very efficiently with its team.
2. **Anti- Ragging Committee:** As per the guidelines of UGC and the University, an Anti- Ragging Committee has been constituted to handle the issues pertaining to ragging. The names of the committee members along with their mobile numbers are displayed at different places in the institution. Any student can lodge a complaint without disclosing his/her identity in case of any inconvenient incident.
3. **Discipline Committee:** This committee formed by the College Administration comprising senior faculty members including Physical Director. This committee plays a vibrant role in the maintenance of discipline in the entire campus.

- **Environment Sustainability**

Environment, Development and Sustainability is an international concern that has invited the attention of the world agencies and organizations. College, although, is not that self sufficient to contribute colossally to the environmental sustainability, even then this institution makes efforts to contribute a bit to environmental purification and preservation. We have introduced the Subject of Environmental Sciences of 2 credits at U.G. first and second semester level. Apart from teaching the subject, we allot the projects to students as well which primarily covers all aspects of the environmental impacts of socio-economic development. Coverage includes interactions among society, development and environment, and their implications for sustainable development. We make ceaseless efforts to plant more and more trees in and around the campus, bring about awareness among the students and the inhabitants of adopted villages about the threats of environmental pollution and its remedies.

- **Human Values**

The college conducts various programmes on Human Values to provide awareness among the students.

- Swachh Bharath
- Blood Donation Programmes
- Tree Plantation
- Health Awareness Programmes

- **Professional Ethics and Moral Values**

The Institution fully realizes that sans ethics and morals, no degree or certificate is going to be of any benefit if at the same time, the moral and ethical values are inculcated among the students. We try to dedicate some portion of class-lecture-time to instill moral values among the students besides the knowledge taught to them. A lecturer with exemplary attitude, who treats the students well in a just manner

for all and who works hard during the lectures or practical, will surely gain the hearts and the minds of the students. We have made it mandatory for all the teachers to convince the students to keep sticking to the truth, moral uprightness and ethical approach.

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

Response: 0

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

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 1.34

1.3.3.1 Number of students undertaking field projects or internships

Response: 35

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: B. Feedback collected, analysed and action has been taken

NAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

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

Response: 0.05

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

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

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 94.53

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

2017-18	2016-17	2015-16	2014-15	2013-14
2614	2830	2436	2314	1947

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

2017-18	2016-17	2015-16	2014-15	2013-14
3000	3000	2500	2400	2000

File Description

Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 100

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

2017-18	2016-17	2015-16	2014-15	2013-14
1686	1349	1419	931	805

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The academic performance of students from class room lecture and discussion, laboratory practical, unit tests, and previous board's results, class seminars is regularly reviewed by the teachers. This helps in assessing the number of slow learners and advanced / quick learners amongst the students.

Provisions for Slow Learners

Special attention is given to the students in the class rooms and remedial classes, who are identified as the weaker students/ slow learners. Doubts and personal difficulties regarding the subject are resolved in the special classes. In the start of the session the faculty is advised by the Principal to start with the fundamentals of the subject for the better understanding of the subject by the students. Concepts which could not be grasped easily are repeated in consequent classes. Sometimes the students are encouraged to use board work in front of the class so that the level of comprehension and confidence could be enhanced. Extra classes are conducted for the full coverage of the syllabus where the involvement of the students is ensured which results in the interactive teaching learning process. Slow learners are specially advised and counselled by the teachers for their better learning. Remedial classes are conducted for the weaker students based on the results of class tests and their weaknesses in the subject. Special courses/ sessions are conducted for the students especially slow learners and educationally weaker students. For example , Functional English Certificate Course (for Communicative English), certificate course in Oriental Classical Languages (Persian and Arabic) to help them cope with the rest of the class. Mentoring System for students to minimize dropouts through Personal Counselling by the career counseling cell of the College. Better results in the Examinations, more regular attendance, increased participation in co-curricular

activities, better discipline on campus and respectful relationship between teachers and students are the evidences.

Provisions for Advanced and quick Learners

Advanced and quick learners are motivated and encouraged to strive for higher goals. They are provided with additional inputs for better career planning and growth like:

Experts from the different colleges/universities are invited to conduct the classes for the difficult subjects in the curriculum and deliver lectures on specific topics. Well placed Alumni and other renowned and subject experts are regularly invited to deliver guest lectures for skill development and ability enhancement for better placement. The different departments organize student seminars, group discussions, quizzes to develop problem solving abilities in learners and thereby, to improve their presentation skills and also encouraging them to obtain University ranks. They are often motivated with awards and prizes for departmental activities. For independent learning, digital library facility is provided. Motivation to appear for competitive exams is given and with that purpose in mind the college library is also well equipped with books related to General Knowledge. Computer facility with internet connection and Wi-Fi connectivity for fast and precise access of information for independent learning is provided in the whole campus. Conferences, Seminars and workshops are regularly held to motivate and encouraged advanced learners.

2.2.2 Student - Full time teacher ratio

Response: 26.67

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.08

2.2.3.1 Number of differently abled students on rolls

Response: 02

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any other document submitted by the Institution to a Government agency giving this information	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

Teaching-Learning methods adopted by the faculty members include Lecture method, Interactive method, project method, demonstration method, computer-assisted learning, experiential learning and problem solving method etc.

Learning activities are made more effective through illustration and special lectures. To acquire first knowledge on the subject students are engaged in field study and subject tours. Power point presentation is now a days frequently used method to make teaching-learning interesting and effective. Various departments of the institution organize different programmes and activities to make sure that the students actively participate and experience themselves and to get firsthand knowledge of the diversified field.

1. Department of Zoology, Botany, Geography, EVS, Geology, etc. have the provision to organize field trips/ subject tours of all classes to inculcate scientific temperament among the students.
2. Guest lectures, Seminars etc. are organized where experts from various universities and institution are invited to deliver their deliberations so that our students get maximum benefit with less spending.
3. Various skill enhancement courses have already been started in the College campus such as mushroom cultivation, apiculture/ beekeeping, tourism management, etc. so that the students actively participate in activity based learning.
4. Inter-college and intra-college competition are arranged so that the students actively participate in different competitions and problem solving situations.
5. Our College has sufficient infrastructure for research work in various fields. In PG Chemistry department a well established research laboratory is created. The advanced instruments were purchased out of the grants released under FIST programme-2014 by department of Science and Technology, Govt. of India. The P.G. students and faculty of the department besides other faculty members are involved in research work.
6. The students of Biotechnology visited the research laboratories of Baba Ghulam Shah Badshah University (BGSBU) Rajouri to get experience of practical Knowledge of the various topics in their syllabus.
7. The institution arranged visit of P.G. students to advanced research laboratories like laboratories of IIM, Jammu, University of Jammu and other reputed institutions. The P.G. students are well acquainted with the instruments and equipments. Many PG chemistry students have qualified NET, SET, GATE and other National level examinations during the last few years.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 91.84

2.3.2.1 Number of teachers using ICT

Response: 90

File Description	Document
List of teachers (using ICT for teaching)	View Document

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

Response: 43.57

2.3.3.1 Number of mentors

Response: 60

2.3.4 Innovation and creativity in teaching-learning

Response:

Innovation and creativity in teaching learning process is the basic and an important part of an academic culture in an institution. In our institution efforts are made consistently to explore the best of teachers and the students in the field of innovation and creativity. The teachers used latest techniques and latest teaching methods to deliver their best to their taught by the use of modern teaching aids. To make the teaching and learning process more effective, problem based approaches, project based, students centred techniques are adopted. Curricular, co-curricular and extra-curricular activities are implemented in the institute to increase the creativity in teaching and learning process at a greater level. To enhance the creativity in teaching-learning process, teaching and laboratory plan for all the courses is prepared like teaching models, student activities, learning materials, assessment tools and open ended assignments for the students. Appropriate teaching strategies are adopted in the institute to escalate innovations and creativity in teaching and learning process. Students Seminars, subject tours, study tours and picnics provide an opportunity to the taught to develop skills and explore the talent. The teaching process is enhanced with intensive use of smart classrooms, workbooks and research papers, power point projectors and models. Students of the institution are prepared to understand the challenges and critical concepts of the recent world and to find a solution by using various learning materials through self learning laboratories. Students can interact with the faculty members in various domains of the college organizes tours every year to industries, research institutes, developed laboratories and other places of environmental and herbal interests to enhance the knowledge of teachers and students in practical way. The institute also provides free WiFi facility to its taught to brush their knowledge and remain in touch with the world. The students are well aware of day to day happenings and latest developments in the world. The class representatives elected every year in the beginning of the session help the weaker students and will act as a bridge between the teacher and the taught to enhance knowledge among the taught.

2.4 Teacher Profile and Quality

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

Response: 137.65

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document

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

Response: 26.57

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

2017-18	2016-17	2015-16	2014-15	2013-14
31	24	22	21	20

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 18.67

2.4.3.1 Total experience of full-time teachers

Response: 1830

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

Response: 13.54

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

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

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

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

Response: 0

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

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

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

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

Response:

The total evaluation process of the College is in fact governed by the dictates and norms of the University of Jammu. To some extent the teacher concerned is at liberty to take stock of the all over performance, credibility and the sum total behaviour of the student and reward him accordingly. The time table for internal Assessment Tests is prepared by the College, displayed on the central notice board and also sent to respective departments. The CBCS also follows semester system. The Continuous Internal Evaluation system is framed by the College itself. Teachers evaluate a student in a course through their interaction with the students, written tests, class presentations, subject-specific quizzes, projects in sciences etc. The internal Assessment Tests comprise 10 and 20 marks respectively as per the subject credits. This essentially enables the teacher to get a positive feedback on a student's overall understanding and enhances the teaching-learning process. The evaluation at the end of the semester is done by the University's main promotional examination system. The internal assessment system is based on the pattern of University Examination and this entire process is coordinated by a central Internal Examination Committee headed by a Convener along some other experienced teaching staff. The awards that the students obtain in these internal Assessment tests are sent to the University which are further added to their performance at the University Examinations. Before the awards in the Internal Assessment Tests are finalised, they displayed on the campus so that the students can be well aware of their performance and if they wish, they can have another opportunity to improve their position. The Roll No Slips can also be had online by the students who fail to receive the same offline. Examination forms are filled online by all the students during the

given period. The students are encouraged to have photo-copies of the answer-scripts for the personal record. Our efforts include Internal Squad, surprise tests, open book tests, reports on study tours, field visits, excursions, quiz contests, poster competitions, etc for the over-all progress of the students. Since 2017, University of Jammu, keeping in view the standard and dedication of the College, has also established an Evaluation Centre of the main promotional Examination.

File Description	Document
Link for Additional Information	View Document

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

Response:

Since this College is running two types of Degree Programmes: the Undergraduate Programme and the Postgraduate Programme, there are two levels at which the internal assessment is carried out at the College: postgraduate in Computer Sciences and Chemistry and the undergraduate level in all arts, science and commerce streams. Following the examination pattern prescribed by the affiliating university, i.e Jammu University, all the undergraduate departments conduct Continuous Internal Evaluation for 20/10 marks for every paper in each semester. This system of evaluation includes a variety of test-types such as class tests, surprise tests, quizzes, presentations, assignments, projects, viva, etc. Teachers inform the students about the pattern of the internal examinations well in advance. The examination notices are displayed well in advance and sufficient time is given to the students for preparation. The complete guidelines and rules regarding examinations are provided in the College Prospectus and announced by the teachers in their classes as well. The continuous internal evaluation conducted by the departments provides an excellent opportunity to the students not only to showcase their learning but also to develop their skills such as academic writing and public speaking. It also enhances their participation in classroom activities and improves the overall teaching-learning process. After the internal evaluation, students' performance is discussed with the students and necessary suggestions are given for further improvement. This local testing system is followed by term end examinations. Practical experiments are conducted regularly and according to a well-planned and properly communicated schedule. All prescribed experiments are conducted and the students are given sufficient training in carrying them out. Thus, students are prepared to perform well in the practical examinations. Term-end examinations are held at the end of the first term. Term-wise syllabus as prescribed by the affiliating university is completed in each term. The internal examinations are conducted following the same model as the final examinations.

File Description	Document
Link for Additional Information	View Document

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

Response:

Our College is affiliated to University of Jammu and hence the academic exercise is divided between the two executives chamber. Certain power stand entrusted to the College whereas the major chunk of decision making powers is lying with University. Hence, grievances of the students related to examinations or any other academic issues are addressed at two levels—College and the University—depending upon the nature of the grievances. Grievances related to the internal assessment are handled by the examination section of the College itself whereas grievances related to the external or general examinations are forwarded to the University. In case of any grievance, the College collects the applications from the students and forwards the same to the authorities concerned. The facility for rechecking and re-evaluation of the internal Assessment Test is the prerogative of the College Management whereas that of the main or term end examination has been retained by the University itself. Students are free to approach teachers and heads of departments to resolve their queries related to the marks obtained in internal assessment, if any. If the student concerned is not satisfied by the procedure mentioned above, they may meet the Controller of Examination of the College or the Principal. Students with any grievance regarding evaluation are not only given clarifications, but on demand, they are provided with photocopies of their answer sheets for cross checking. Thus, grievance redressal with reference to examinations is transparent. All complaints are attended to with utmost clarity and resolved in a short time. As for the grievances related to University examinations, the time taken depends on the policies of the Jammu University.

File Description	Document
Link for Additional Information	View Document

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

Response:

Normally the Academic Calendar is designed by the department individually and then submitted to the Principal wherefrom a combined College Calendar of activities is displayed for the information and the staff of the College. All the events are carried out on the Campus strictly in adherence to the prefixed Academic Calendar. Besides, a bare outline of activities to be initiated and organised in the College are mentioned in the College Prospectus also. The College Prospectus in fact presents a general introduction to the institutional policies and programmes in regard to the betterment of the students. All the information contained in the College Prospectus and the College Academic Calendar are made available to the students on College Website as well. Even the dates of Internal Assessment Tests are mentioned by all the Heads of departments on the College Website depending on their departmental schedules but while doing so they have to follow the College Activities Calendar in a broad based way. The internal exams are held according to a time table announced in advance through notices circulated in the classrooms and on the display board. The affiliating university prescribes the overall framework of time as far as examination time table is concerned. The departments conduct all their continuous internal evaluations within this broad framework.

File Description	Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

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

Response:

Program outcomes, program specific outcomes and course outcomes for all programs offered by the College are stated and displayed on the College website at: www.gpgcollegerajouri.ac.in. The College has maintained a dynamic website which is comprehensive and is regularly updated. Each department is given a separate page on the College website. The department page provides an introduction to the courses, facilities, faculty available in the department and the achievements of its staff and students. This page also displays a complete list of the faculty with their detailed bio-data. It also has a complete and comprehensive list of the programs taught in the department with details of program objectives, program specific objectives and course outcomes. The College prospectus also gives a list of programs and courses including program code.

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

Response:

The process for the evaluation of the students in different subjects is followed as per the rules and regulations of the University authorities, Board of studies and Faculty. The implementation of the syllabi with changes and the process of evaluation of the learners are monitored by the university authorities, the management of the college and the Principal respectively. Our institution promotes the teachers to organize workshops as well as deputed them to participate in the seminars and conferences. Moreover, they are promoted to present and publish research papers to achieve the Course Outcomes and Programme Outcomes successfully. Internal assessment is the requirement of the continuous assessment and is essential for the fulfilment of the COs and POs. There is an internal college examination committee that deals with the effective implementation of the Assessment reforms regarding the attainment of course outcomes and programme outcomes. The committee initiates a few steps such as Unit Tests, Field Survey, Study Tours, Practical Work, Seminars etc. Besides, our college also tries to attain the course outcomes and program outcomes by conducting the activities such as cultural activities, N.S.S. Activities, Career Counselling, Personality Development Program, and Communication Skills, Various collegiate and inter-collegiate competitions, organizations of Scholarly Lectures Health Awareness Programs and Life Skills Development Program. In addition to this, students are promoted for the creativity in Literature in the form of writing Articles, Poems and Essays etc. for the college Annual Magazine Raz-e-War. The institution has introduced Career Oriented Courses such as Functional English, Tourism Management, Spoken Arabic, Spoken Persian and Journalism to attain the COs and POs. Moreover, the huge playground of our college is used to organize Inter-District, Inter-Collegiate Zonal sports competitions. Sportive skills are inculcated amongst the students through these competitions. Thus, the course outcomes and program outcomes are fulfilled through such activities.

2.6.3 Average pass percentage of Students**Response:** 64.58

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

Response: 434

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

Response: 672

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process****Response:**

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 64.19

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

2017-18	2016-17	2015-16	2014-15	2013-14
53.42	0	10.77	0	0

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 0

3.1.2.1 Number of teachers recognised as research guides

File Description	Document
Any additional information	View Document

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

Response: 0.26

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

Response: 02

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

Response: 38

File Description	Document
Supporting document from Funding Agency	View Document
Funding agency website URL	View Document

3.2 Innovation Ecosystem

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

Response:

The institute has developed an adequate system for carrying out teaching and learning practices among students. Though, the institute has no incubation centre, there are many other initiatives which are carried out for creation and transfer of knowledge. A brief introduction of some of the initiatives in this context is given below:

1. The institute organizes special lectures by eminent personalities, Inter/Intra college debates, seminars, symposiums and quiz competitions for creation and transfer of knowledge among students and staff. In addition to this, the institute also organizes educational field trips from time to time for the students.
2. To develop research temperament among students and staff and to make the students of this far flung area aware about the external world, college organizes three National level conferences in which students are encouraged to give presentations and to interact with scientists from different parts of the country. Recently, on January 19-20, 2019 the institute organized Two Day National Conference titled "Recent Trends in Sciences, Social Sciences and Humanities" with the financial assistance from various funding agencies like J&K Department of Science and technology (J&K DST), WWF India etc.
3. Faculty members are deputed to attend various workshops, development programs, orientation courses and refresher courses for the creation and transfer of knowledge.
4. The college has installed the EDUSAT facility and with the help of this facility, the students and staff gain knowledge and interact with the experts of the field.
5. The college organizes Essay and painting competitions for the students for the creation and transfer of knowledge.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 0

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

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

File Description	Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	View Document

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

Response: No

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 0

3.3.3.1 How many Ph.Ds awarded within last five years

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

Response: 02

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

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

Response: 1.12

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

2017-18	2016-17	2015-16	2014-15	2013-14
22	29	16	21	11

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

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

Response: 0.33

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

2017-18	2016-17	2015-16	2014-15	2013-14
09	08	07	05	0

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

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

Response:

The students, faculty members and NSS and NCC wing of the college are actively involved in various activities for promoting the idea of Institute neighbourhood community network.

International youth day on HIV Aids 13th August 2016

Red Ribbon Club and NSS unit of Government P.G College Rajouri in collaboration with J and K State AIDS prevention and control society organized an AIDS awareness programme on the eve of international youth day.

Swachta Abhiyan week 15th Oct 2016

In collaboration with the rural development authority of district Rajouri the NSS wing organized swatchta week at the college campus.

AIDS day 1st Dec 2016

The red ribbon club and NSS unit of Govt. P.G. College Rajouri organized world Aids day. The programme comprised of two events symposium and poster making competition in which different institutions of the region participated

Digital campaign 9th Jan., 2017

On 9th Jan. 2017 the NSS unit of Govt. P.G. College Rajouri organized an awareness campaign promoting cash free economic transactions in the town. Students aware the traders about the benefits of the digital payment and encouraged the usage of various methods of cash free transactions.

National Youth Day 12th Jan 2016

Govt. P.G.College, Rajouri commemorated birth anniversary of swami Vivekananda. The theme of the programme was drugs and youth. A short film on drug addiction was also shown to the volunteers.

Awareness on save the Girl Child 16th April, 2017

As a necessary step towards the betterment of the society the NSS volunteers participated in the social awareness campaign on save the girl child in which the wing organized street plays to aware the society about the value of girl child and her education. The street plays were presented at Kallar, Muradpur and Doongi areas of Rajouri in collaboration with 48RR.

Swach Bharat Summer Internship Programme by NSS unit of Govt. P. G. College Rajouri w. e. f. 1st July 2018 to 28th July 2018.

Swach Bharat Summer Internship (SBSI) Programme was inaugurated on Ist July 2018 by worthy Principal Prof.Dr. J. A. Qazi. Three teams with ten volunteers each were constituted and registered online during Ist week of June Out of three, two teams adopted village Chowdari Nar and one team adopted village Atti, Fatehpur.

All the Interns /volunteers went to their adopted villages for door to door awareness campaigning on cleanliness.

Interns continued their service of door to door awareness. They educated the people about the clean environment and its benefits. and at the same time they educated children about the washing of hand before and after every meal.

The interns educated the various means by which the shopkeepers can add to the clean environment. To continue with the idea of green village clean village, the interns set another cleanliness drive at the adopted villages.

This institute has also organized a good number of programs in the outlook of Drug Abuse, Truth and nonviolence, International Peace Day, National Unity day, National Voter's day, Plantation drive etc.

during the last five years.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 4

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

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

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

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

Response: 62

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

2017-18	2016-17	2015-16	2014-15	2013-14
15	18	09	12	8

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document
Any additional information	View Document

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

Response: 60.97

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1550	1750	1500	1400	1200

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration

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

Response: 1

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

2017-18	2016-17	2015-16	2014-15	2013-14
01	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Any additional information	View Document

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

Response: 10

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

2017-18	2016-17	2015-16	2014-15	2013-14
02	02	02	02	02

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document
Any additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The college possesses adequate physical infrastructure to facilitate quality teaching-learning enhancement as per the guidelines of UGC. The various blocks comprising the College are: Bio-Sciences block which consist of Botany and Zoology Departments, Physical sciences block consist of Physics, Chemistry and Geography Department, Sports Block, Library Block, Arts Block, Multipurpose Block, Administrative Block, Distance Education Block, Hostels (Boys and Girls), Faculty Quarters, Principal Quarters and College Canteen. Each Science Department is well equipped with smart and semi smart class rooms and well established and upgraded laboratories.

The details of facilities for teaching learning are given below:

CLASS ROOM

The college has twenty spacious class rooms with seating capacity of about hundred students with proper light arrangement and ventilation. The class rooms are provided with suitably designed fixed seating arrangement with quality board and spacious platforms. The college has twelve ICT enabled class rooms where the provision of multimedia learning, Wi-Fi connectivity and internet access is given.

SEMINAR/CONFERENCE HALLS /AUDITORIUMS

The college has two ICT enabled seminar halls located in the ground floor of the multipurpose building. These halls are regularly used for conducting class seminars. The students of post graduate departments are regularly engaged and encouraged for active involvement in paper presentations, group discussions and class seminars, etc. The college has one auditorium located in the first floor of Multipurpose Building and a Conference Hall in the premises of Arts Block.

LABORATORIES

The college has twenty one well equipped laboratories, five in Chemistry Department, four in Geography, three in Physics, two in Zoology, two in Botany, one each in Biotechnology and Geology departments, three in Computer Applications for the conduct of regular practicals during the session and in annual examinations. The laboratories were upgraded with instruments and equipments purchased under FIST grants provided to the college by Department of Science and Technology Govt. of India under FISTprogramme-2014. The networking and computing centre was established out of the FIST grants for the students and faculty of the College. A centre research laboratory was also established in which instruments viz. FTIR spectrophotometer, UV-Visible spectrophotometer, Calorimeter, conductimeters, PH meters, Furnaces, Hot Air Ovens, soil and water analysis kit, distillation units, magnetic stirrers, etc. are available for the budding scholars and faculty of the College. Similarly, the college has five technology enabled laboratories (two in computer department and one each in Departments of Physics, Chemistry and Geography for conducting computer based practicals. The Department of Computer Sciences where the

Post Graduate and UG level classes of MCA/BCA/BSc are run, have two computer labs in each with thirty computers.

Botanical Garden:

Our college has a well maintained botanical garden over the land area of four kanals with the establishment of herbal garden enriched in medicinal plants where the students of botany study various plants and other aspects of botanical life which facilitates them in enriching their knowledge.

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

Response:

The students of this highest seat of learning are getting every type of sports facility. The college provides ample opportunities for the students to take part in all indoor and outdoor sports activities. The office of the Physical Education Department is functioning well and supports the facilities for playing and practicing various games like volleyball, football, hockey, cricket, kabaddi, khokho, badminton, chess etc. One well-equipped Gymnasium is functioning and kept open throughout the day for the college students. Conducting Inter-Departmental, Inter-Collegiate tournaments are the regular features of the college. The college also conducts sports week/ mela every year to provide opportunities to explore talent by maximum number of college students.

SPORTS:

The College has an independent sports block in the campus. The staff of Physical Education Department of the College regularly and carefully monitors the sports activities in the college and mentors the students. The students who excel in the academics, sports or co-curricular or extra-co-curricular activities are encouraged by the college during annual meets and other functions. The college campus has good sports grounds and indoor sports halls. The college has outdoor volley ball, cricket, foot ball, kabadi, kho kho, badminton, athletic facilities and chess, carom board, table tennis, judo, wrestling are some of the indoor sports facilities.

Gymnasium

The college has a well equipped and well maintained Gymnasium. The Gymnasium equipments and items are orderly arranged in a very spacious hall located in Physical Sports Block of the College. All the necessary instruments were purchased for the gymnasium which was established during 2009. The Gymnasium remains opened for the college students who benefit from the equipments. The physical director and his deputy help the students during various Gymnasium activities.

Yoga Centre

The College has a yoga centre since 2010. The Assistant Physical Director who is expert in yoga runs the centre quite efficiently. The college also organizes International Yoga Day in which not only the students and teachers of the College but members of civil society and youth of the area are also actively engaged to

encourage the people to adopt yoga as a way of life for healthy living.

CULTURAL ACTIVITIES

College has a spacious multipurpose hall with capacity of 300 students where all the cultural activities of the college are carried out. College has cultural and literary committee which arranges all such activities. Many cultural activities viz. seminars, cultural programmes, musharias, debates and celebration of different birth anniversaries, days and events are organized in the college. The NSS wing of the College is also cooperating in the organization of such events. The college has very good talent and the students expose and show their talent in various programmes. During annual day function a large number of students are involved in the cultural programmes and both male and female students display their talent.

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

Response: 60

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 12

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

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

Response: 98.25

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

2017-18	2016-17	2015-16	2014-15	2013-14
7.80	5.80	7.64	8.48	7.29

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document
Any additional information	View Document

4.2 Library as a Learning Resource

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

Response:

The college has developed and maintained libraries with all required academic resources including internet facility and electronic gateways for accessing and sharing electronic learning and teaching resources among researchers, teachers, students and the visitors. The library budget ensures that the latest editions of books and journal are continuously made available. The library also provides for book banks for the economically backward students. There is a continuous effort of the college to increase the acquisition of library electronic resources. Besides, the libraries also provide-

- A range of study spaces from a noisy open group study at one end to the single silent open and close study space at the other end.
- Ensured access to very large no. of computer stations and study spaces.
- Computer workstations to provide online and Internet services to the faculty, research scholars, and students.
- The working hours of the library: 9.00 a.m. to 10.00 p.m.
- Departmental Libraries and all reading areas too have Wi-Fi connectivity.

1. Koha 1.0 (Library management software)

The library is computerized and automated using the user-friendly software called “**Koha 1.0**”. Koha is a full featured Integrated Library System (ILS). There is no cost for the license, we have the freedom to modify the product to adapt it to our needs. Developed initially in New Zealand by Katipo Communications with Horowhenua Library Trust, it is currently maintained by a dedicated team of software providers and library technology staff from around the globe. That by adopting it, the customer becomes "joint owner " of the product. In particular, the customer can freely install new versions or not, and can take part in new developments by financing them or by carrying them out them self. Koha is tried and tested and has demonstrated both stability and scalability, used in hundreds of libraries worldwide. Open-source software user-driven--we decide what features are important and deserve attention rather than a vendor.

The main features are:

- A full featured modern integrated library software (ILS).
- Award winning and free/Open-source Software.(no license fee).
- OS independent any operating system. Linux, Unix, Mac.
- Web based. Web-based Interfaces. We can integrate with website
- Full MARC21 and UNIMARC support for professional cataloguing.
- Multilingual and multi-user support
- Library-Standards-Compliant. industrial standards & protocols.
- Z39.50 server. Customizable web based opac circulation system.
- Online reservation.
- Full catalogue, circulation, acquisitions, library stock management.

- Web based OPAC, public to search the catalogue.
- Major industry-standard database type (text, RDBMS), SQL,MYSQL.
- Serial management module. Print your barcode. Export and import records, ISO270

2. Nature of Automation: Fully

3. Version : 2012

4. Year of automation: 2012.

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

Response:

Govt. Degree College Rajouri library was established in 1981 with the inception of college in the same year. It started with some books which were purchased out of the Govt. grant released for the purpose. The library is continuously growing up and number of books are added regularly year after year. Now, it has more than 45000 books and journals in its collection. It has collection of some rare books for the faculty, students and visitors of the library.

Library is known for its collection of reference books, encyclopaedias and rare books of local and foreign authors. The library has very good editions of books in the areas of Physical Sciences, Bio-Sciences, Earth Science, Social Science, Sociology, Education, Management and Computer Sciences. The list of some rare books is attached as annexure 4.2.2 A.

File Description	Document
Any additional information	View Document

4.2.3 Does the institution have the following:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

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

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)**Response:** 6.14

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

2017-18	2016-17	2015-16	2014-15	2013-14
10.80	7.66	5.41	3.42	3.40

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.5 Availability of remote access to e-resources of the library**Response:** No**4.2.6 Percentage per day usage of library by teachers and students****Response:** 44.25

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

Response: 1200

4.3 IT Infrastructure**4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

Govt. Degree College Rajouri is located in a remote and backward district of Jammu and Kashmir State. It has initially one broadband connection which further added by ten NME connection sponsored by University Grant Commission for different blocks, Library and Hostels. One more connection is added for its Computer application Department. Now the whole college campus is provided with Wi-Fi facilities for its faculty and students. The institution regularly updates its IT facilities.

The college earlier had internet connectivity to its computer application department and library block. Now this facility is extended to each and every department/ all the smart class rooms and Multipurpose Hall of the College. The faculty uses ICT enabled teaching aids, use of power point presentations and e-lectures to their taught. The students at large are benefitted by the IT facilities and latest teaching equipments. As much as twelve class rooms are fully equipped with smart boards, projectors and podiums which help the faculty to deliver better.

The laboratories of Computer Application Department, Physics Department and P.G. Chemistry Department are fully equipped with newly purchased high configuration computers. The college is establishing language laboratory which will helpful for the students to get corrected their language. The equipments, computers, projectors etc. have already been purchased to update the IT facilities in the college campus.

The EDUSAT facility is also extended to this institution with recently updated and latest technology in order to meet the demands of distance education sector. EDUSAT Network empowers students through cutting edge technology and caters to the needs of the students extensively. The lecture programme is displayed in advanced for the awareness of the students and the students listen to the lectures in the specific date and time. The EDUSAT facility helps the student in brushing up their knowledge in the subject.

The Library of the institution is also automated and further process of automation of books purchased in the current session is under way.

The college is also under CCTV cameras and surveillance system for the safety of the students and the college property. There are 32 cameras installed in the various academic, hostel and administrative blocks of the institution.

The college has its own website which is updated on regular basis to provide latest information relating to academics, committees, news and events, examination, results and other notifications like tender notices.

4.3.2 Student - Computer ratio

Response: 17.43

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

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS**Response:** <5 MBPS**4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)****Response:** No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure**4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years****Response:** 35.35

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

2017-18	2016-17	2015-16	2014-15	2013-14
2.75	2.50	2.70	2.70	2.50

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document
Any additional information	View Document

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

Govt. Degree College Rajouri ensures the availability of latest equipment and up-to-date infrastructure on the campus. There is a systematic procedure for the purchase as well as maintenance of these infrastructural facilities including all sorts of equipments which is as follows:

- Submission of requisition in the form of a proposal or Evaluation by Purchase Committee approved by the Principal of the College, or a call for quotations or market Survey to verify the prices and availability of the items. At the end of financial year, a detailed stock verification is undertaken for various departments and a detailed report is compiled and submitted to the Principal. Based on this policy the prospective plan for the maintenance, repair, writing off and purchase of relevant infrastructure facilities is formulated. The College Principal regularly monitors and supervises the available infrastructure and ensures its upkeep, repair and other required.
- There are various committees in the college which are dedicated to the maintenance and upkeep of the institution. These include Cleanliness Committee, Campus Beautification Committee and Construction Committee.
- There is a comprehensive library in the college with a chief librarian as the head whose job is to monitor all the student-related issues in the Library. They regularly monitor the condition of the library stock, maintain rare books collection, coordinate the timing of issue and collection of books, issuing of library cards and identity cards. The Librarian channelizes the requirement of books and journals submitted by various heads of departments and their timely purchase to facilitate the smooth running of the academic sessions.
- The Physical Director regularly conducts trials for the freshers to encourage them to participate in sports activities, besides coordinating and conducting various other events entire campus. The Campus Beautification committee has to keep all the campus in a beautiful get up and for that some times, if needed, this Committee can invite the Designing and Beautification Experts from outside as well. Adequate number of watch-men have been put on duty to take care of College infrastructure
- Day-to-day maintenance is also ensured by the supporting staff/ College Committees and Tie-ups have been maintained with service providers to ensure infrastructural updation. The instantly required equipments like electricity, generators, water motors; submersible pumps etc. have been installed on the College campus. Servo Stabilizer has also been installed to check voltage fluctuation.
- Safe and Clean Drinking Water is ensured through Water purifiers and water Coolers. In order to ensure constant water supply, one submersible pump has also been installed aligned with connection to the main water supply Tanks so that water supply can be made to the Management Offices and the Hostels.

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 61.17

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

2017-18	2016-17	2015-16	2014-15	2013-14
1975	2183	1343	1050	1025

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document
Any additional information	View Document

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

Response: 2.26

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

2017-18	2016-17	2015-16	2014-15	2013-14
122	60	40	25	35

File Description	Document
Any additional information	View Document

5.1.3 Number of capability enhancement and development schemes –

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

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: C. Any 5 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document

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

Response: 31.15

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

2017-18	2016-17	2015-16	2014-15	2013-14
800	750	800	750	650

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during

the last five years

Response: 1.21

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	96	65	0	0

File Description

Document

Details of the students benefitted by VET

[View Document](#)

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

Response: Yes

File Description

Document

Details of student grievances including sexual harassment and ragging cases

[View Document](#)

5.2 Student Progression

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

Response: 2.89

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

2017-18	2016-17	2015-16	2014-15	2013-14
9	39	04	08	06

File Description

Document

Details of student placement during the last five years

[View Document](#)

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

Response: 89.86

5.2.2.1 Number of outgoing students progressing to higher education

Response: 390

File Description	Document
Details of student progression to higher education	View Document

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

Response: 61.67

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

2017-18	2016-17	2015-16	2014-15	2013-14
05	03	02	0	02

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

2017-18	2016-17	2015-16	2014-15	2013-14
05	04	03	1	03

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

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

Response: 38

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at

national/international level (award for a team event should be counted as one) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
04	09	09	10	6

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

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

Response:

There is duly recognized and democratically elected student body in the college. After the completion of fresh admissions every year, an order is issued by the college principal deploying the staff for electing the class representatives from amongst all the sections of the students (order copies attached). The elected CRs (class representatives) elect the head boy and head girl again democratically from amongst themselves and finally a students body is formed which actively participates in college activities (Students body 2018-19 Photo).

The students body avails friendly atmosphere and liberty for raising genuine demands of the students and college administration also seeks their cooperation in sorting out many student related issues like strict compliance to wearing of uniform, maintain discipline and avoiding of phones other than their urgency for study purposes or emergency parental calls. The body also keeps good say in finalizing the names of the desiring students for financial assistance and hostel accommodation. It will be pertinent to cite a few instances speaking about the active role of student body in the college. The demand of the student body related to playing beyond college hours was acceded to and college administration provided all games material along with deputation of physical teacher. Similarly the demand of library facility after college hours was provided for all the desiring students. The remedial classes for weaker students were also one of the demands fulfilled by the college administration.

The students' body also extends helping hand during local, state and national problems like floods, unwarranted accidents and medical help requiring financial assistance and blood by collection from the students. The students' body also supports the college administration in finding the amicable solutions to various issues of rare but expected occurrence with some students such as habitual irregularity, arrogance and mutual conflicts.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 14

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

2017-18	2016-17	2015-16	2014-15	2013-14
21	14	11	14	10

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

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

Response:

A formal alumni meet was held on the college campus on 3rd of January, 2019. The alumni occupying key positions in different departments spoke about their heart and mind. They shared their vast experiences which they have gathered from the present position. It is pertinent to place on record that the alumni of the college command and hold key positions in various departments like Judiciary (lawyers, munsiffs, district and Sessions judges), politics (MLCs, MLAs, and ministers in the J&K Assembly), Civil Services (KAS and KPS), banking sector, education (Secondary as well as higher education including university) and as scientist at the international level (Dr. Avinash Sharma, Scientist NCCS presently at Antarctica, Mob. No. 9850662111).

Mr. Vibodh Gupta, MLC from Rajouri and alumni of the college showed generosity and announced to bear all the expenses required for interconnecting the various departments through beautiful tiled tracks out of CDF (Constituency Development Fund). As a sequel to this our main building is connected with Multipurpose Hall, Physical Sciences Block, and main Library. He wanted that our students should not suffer from the problems they had faced in the absence of the tracks during the rains. The MLC also

expressed concern about the open girl's hostel of the college in the absence of fencing of the hostel. The MLA and MLC promised to pursue the case of Girls Hostels fencing with the higher education and get the funds released for this purpose. The same was achieved and the fencing of the girls hostel was done which has added to its protection as well as decoration. The alumni proposed to donate the cash from their own pockets to raise the fund to be recognized as 'Alumni fund' which shall be kept at the disposal of the college Principal. The alumni made on spot contribution to the tune of Rs. 12000 for the poor and needy students. The alumni also resolved to make the donation a regular feature so that enough fund is generated to help the orphans, differently challenged and poor students of the college. Prof. Mushtaq Chowdhary, Associate Professor from central university of Himachal Pradesh volunteered himself to offer free coaching for competitive exams to the students after constituting a competent team from the college at available time with him.

The college is on its way to hold such alumni meets according to a specific schedule while realizing its importance in their contributions towards college development and more importantly as a strong source of inspiration and motivation for the students of the college. The alumni also promised to remain in touch with the hard working and desirous students of the college to provide them the maxims for cracking competitive exams from time to time. It was, indeed, a great support and contribution by the alumni for the promising students of the college.

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

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

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

Response: 2

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

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

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document

NAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Objective and Approach : To plan for action, to achieve the pre-determined objectives (goals) of developing the College as an 'Institute of Excellence' and upgrading it to the status of a "full fledged platform for complete and desirable transformation of students into good and self dependant citizens with a great role to play in the service by optimum utilization of the existing limited/scarce resources, upgradation of the professional skills and mobilization of additional resources, with high emphasis on qualitative improvement but at the same time without ignoring the quantitative aspect.

The additional requirement over the existing provision and problems both in scholastic and co-scholastic sectors viz administration, discipline, punctuality, financial management, modern expertise services, amenities for students and teachers , recreation facilities, attractive & more beautiful campus, more hostel (one being under construction), welfare services etc. be determined so that remedial action plan for short-term and long-term solution undertaken for creating a conducive educational environment.

Optimum utilization of the existing resources i.e. human resources, financial resources, infrastructure etc. is to be ensured, keeping in view the need under academic, financial, administrative and welfare sectors. Further, steps be taken for improving the efficiency and effectiveness of the system qualitatively by providing training etc.

Strategy and approach of solution

- Preparation of workable action plan by fixing year wise target of achievements for the next 5 years commencing from 2019 for implementation.
- Strict implementation of UGC/NAAC guidelines.
- Opening of PG classes in all the important subjects in phases.
- Introduction of socially useful job oriented Vocational subjects.
- To accord greater importance on information technology and library sectors.
- To maintain high quality in every academic activity.
- Provision of adequate facilities for recreation of students/teachers etc.
- Provision of more improved hostel facilities, sanitation/toilet etc.
- Campus beautification.
- Mobilization of additional resources.

6.1.2 The institution practices decentralization and participative management

Response:

The following Committees stand constituted in the College distribution functions and decentralizing certain powers to the committee for the easy and smooth functioning of the college affairs. The names of

various functionaries existing in the institution are as mentioned below:-

- 1.College advisory committee
- 2.General purchase committee
- 3.Hospitality and protocol committee
- 4.Discipline committee
- 5.Science practical time table committee
- 6.College development/planning committee
- 7.Library committee
- 8.Hostel allotment committee
- 9.Physical verification committee
- 10.Furniture repair committee
- 11.Auction committee
- 12.Admission committee
- 13.Local fund committee
- 14.Income tax committee
- 15.Examination/internal assessment committee
- 16.Health and physical education/first aid committee
- 17.Maintenance of botanical garden committee
- 18.Gender sensitization committee
- 19.Anti ragging committee
- 20.Special scholarship scheme committee
- 21.Sports committee
- 22.College magazine committee
- 23.College gym committee
- 24.College bus committee
- 25.Time table committee
- 26.Scholarship SC/ST committee
- 27.Residential quarters allotment committee
- 28.Financial aid committee
- 29.College canteen committee
- 30.Beautification committee
- 31.Scholarship Minority/ALC/OBC/Pahari committee
- 32.RUSA committee
- 33.Tour and picnic committee
- 34.RTI/judicial matters committee
- 35.NSS/NCC advisory committee
- 36.Research and science development committee
- 37.Cultural and literary committee
- 38.NME/Broadband/wifi committee
- 39.Publicity and public relation committee
- 40.UGC committee
- 41.College landscape and innovation committee
- 42.Woman anti harassment committee
- 43.Drama club committee
- 44.Entrepreneurship and skill development committee
- 45.College EDUSAT committee
- 46.Look after and maintenance of smart classrooms committee

47. College News letter committee
48. Add-on courses committee
49. Spoken Arabic course committee
50. Urdu journalism and Urdu calligraphy certificate course committee
51. Spoken Persian course committee
52. Computer applications course committee
53. Yoga course committee
54. Career counseling cell
55. Grievance redressal cell
56. Women development cell
57. UDAAN cell
58. UGC network resource center

6.2 Strategy Development and Deployment

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

Response:

Govt. PG College Rajouri, in spite of so many hardships, has been a unique institution to work and perform in a well planned manner. Each year, the College undertakes to fulfil all the plans prepared by the IQAC in response to the feedback received and the emergent needs, and reviewed and further approved by the Principal in consultation with the committees. There are several examples of successful implementation of activities based on this strategic plan. Here, we have an illustrative example of infrastructural development undertaken in the College in the past five years. Since 2014, the College has introduced many new Certificate and Diploma Courses in Tourism Management, Functional English and Journalism sponsored by UGC and certificate courses in Apiculture, Spoken Arabic and Spoken Persian have been introduced by College Management on its own. These courses attracted a good number of students who have been benefitted from these programmes during the last five years. Year-wise infrastructural facilities planned and created include creation of smart class rooms, up-gradation of all the class-rooms, creation of a spacious and well-furnished Auditorium, computer facility to almost all the established departments and a well-maintained girls' central park on the campus. Reading room facility has also been provided to all the students up to 8.0 P.m. where the students can study and prepare for their examinations and can also read journals, magazines and newspapers provided for them by the management. The NSS and NCC Units of the College have further been upgraded to provide the students with the best of their benefits. Up-gradation and improvement of all the Science Labs, certain other departments, the boys' hostel and the College canteen stand executed by the College Management. Renovation of Bio-Sciences department and maintenance of College landscape are also included in the list of developments in the last five years. The performance of the College on the ground has been rewarded with CPE Status and funds allotment under DIST. The College also started an English Language Lab, although with a small infrastructure, but is likely to be developed into a complete Lab very shortly. The College has a comprehensive Women Cell for Redressal of the day to day problems of the girl students and an Anti-Ragging Committee as well to put a check on the obnoxious cult of ragging the students.

File Description	Document
Link for Additional Information	View Document
Strategic Plan and deployment documents on the website	View Document

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

Response:

The hierarchy of organizational structure: The Higher Education Department of Jammu and Kashmir is headed by Commissioner/Secretary to Government Higher Education Department who is supported by Special Secretary, Additional Secretary, Financial Advisor, Joint Director, Director Colleges and Law Officer, which are further subordinated with Under Secretaries. The Principal works under the supervision of Higher Education Department. The work of Principal is to administer the college who is further assisted by Teaching staff, non Teaching staff, Library staff and Hostel staff. The teaching staff in each department is headed by the senior most faculty member.

Besides, the college has constituted many committees to support the college operations. There are as many as 58 committees headed by a convener/ coordinator who can delegate decisions in its standing committee with an overall supervision of the chair. These functionaries include general committees, course committees and committees for various resource centers and cells. The names of various functionaries existing in the institution are as mentioned below:-

- 1.College advisory committee
- 2.General purchase committee
- 3.Hospitality and protocol committee
- 4.Discipline committee
- 5.Science practical time table committee
- 6.College development/planning committee
- 7.Library committee
- 8.Hostel allotment committee
- 9.Physical verification committee
- 10.Furniture repair committee
- 11.Auction committee
- 12.Admission committee
- 13.Local fund committee
- 14.Income tax committee
- 15.Examination/internal assessment committee
- 16.Health and physical education/first aid committee
- 17.Maintenance of botanical garden committee
- 18.Gender sensitization committee
- 19.Anti ragging committee
- 20.Special scholarship scheme committee
- 21.Sports committee

22. College magazine committee
23. College gym committee
24. College bus committee
25. Time table committee
26. Scholarship SC/ST committee
27. Residential quarters allotment committee
28. Financial aid committee
29. College canteen committee
30. Beautification committee
31. Scholarship Minority/ALC/OBC/Pahari committee
32. RUSA committee
33. Tour and picnic committee
34. RTI/judicial matters committee
35. NSS/NCC advisory committee
36. Research and science development committee
37. Cultural and literary committee
38. NME/Broadband/WiFi committee
39. Publicity and public relation committee
40. UGC committee
41. College landscape and innovation committee
42. Woman anti harassment committee
43. Drama club committee
44. Entrepreneurship and skill development committee
45. College EDUSAT committee
46. Look after and maintenance of smart classrooms committee
47. College News letter committee
48. Add-on courses committee
49. Spoken Arabic course committee
50. Urdu journalism and Urdu calligraphy certificate course committee
51. Spoken Persian course committee
52. Computer applications course committee
53. Yoga course committee
54. Career counselling cell
55. Grievance Redressal cell
56. Women development cell
57. UDAAN cell
58. UGC network resource centre

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Student Admission and Support
- 5.Examination

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: B. Any 4 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

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

Response:

The college sports committee in consonance with Department of Physical Education is actively engaged in developing team spirit in the students thereby keeping them physically fit and mentally sound. The Physical Educations Department of the institution under the able leadership of Director Physical Education and Assistant Director has channelized the energy of the students and have kept their arteries and veins clear by organizing various sports events from time to time. Consequently, students have achieved exemplary levels of success at state and national level and brought laurels to the institution. In this context, one such mega event of District Intercollegiate Sports Mela was organized on 25th and 26th of September 2017 under the patronage of Principal. The college sports committee finalized all arrangements for the smooth conduct of the event. Five peripheral colleges were invited to participate in four events including Volleyball, Kabbadi, Tug of War and Weight Lifting. The function was presided by the then Hon'ble Member of the Legislative Assembly and Principal of this Institution. Our institution remained overall best and trophies to the winners and consolation prizes along with the certificates of participation were given away to the other participating teams. During the course of event the boarding, lodging, food and refreshment of the participants were better taken care of.

6.3 Faculty Empowerment Strategies

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

Response:

There are so many promotional as well as welfare schemes in the Institute such as schemes for providing different kinds of loans; medical reimbursement provided to employee and his / her dependents; provision of withdrawing GPF whenever required; medical health care facility; other teacher welfare schemes which are introduced by the University of Jammu for the welfare of needy teachers.

Besides, the College provides in campus residential facility to the teaching as well as non-teaching staff. The Institute has a Women Empowerment Cell as well, which caters to the grievances and other needs of girl students as well as female staff members.

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

Response: 0

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

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

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	View Document

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

Response: 0.2

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

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

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres).	View Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

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

Response: 9.61

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

2017-18	2016-17	2015-16	2014-15	2013-14
08	23	06	05	03

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document

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

Response:

Self-appraisal: The faculty submits self-appraisal report in the form of Annual Performance Report (APR's) in the prescribed Performa at the end of every academic year which is evaluated by the Principal of the College and later on the same is reviewed by the higher authorities. The teacher maintains records of teaching, examination, college work, research and publications to calculate API scores and the same is then filled in the APR's. These APR's are also considered for clearing probation as well as for next placement of the faculty.

Student feedback on teaching: At the end of every semester students give feedback about their course teachers which is analysed by the HOD.

Staff Appraisal by HOD: At the end of every academic year, report of the contribution of the staff members (teaching and non-teaching) of individual departments in College activities and their performance is reported by Head of the Department.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The college has constituted committees to check and examine the Financial Transactions in the college. The funds are released by the State Government to develop the infrastructure and to meet the college expenses. The university grants commission also releases funds under developmental grants as the college is recognised under section 2(f) and 12(B) of UGC. The funds released are utilized in the College by the drawing and disbursing officer who is the Principal of the college. The utilization certificates of grants released by UGC is sent to UGC after utilization of the grants and duly audited of the expenditure incurred by a Chartered Accountant (CA). The Audit and Finance department of the state Government also audits the accounts after every two years. The latest audit report is enclosed herewith.

File Description	Document
Any additional information	View Document

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

Response: 0.12

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

2017-18	2016-17	2015-16	2014-15	2013-14
0.12	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document

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

Response:

Efforts are being made to generate the funds by conducting seminars, conferences, workshops at the regular intervals. Three national seminars/ conferences have been organized are being organised in the college in 2017, 2018 and 2019. The other sources of funds generation is from the selling of dead stocks.

During the rainy season college has sufficient grass and the same has to be sold out to the nearby farmers and this is also one of the major source of funding. The other sources of income generation are from the payment seats of P.G. Courses and by the attestation of documents. Admission is also one of the main sources of collecting local funds for the college, funding from the Higher Education Department, Govt. of J&K and University Grants Commission New Delhi.

6.5 Internal Quality Assurance System

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

Response:

The Internal Quality Assurance Cell of Higher Education Institutions is self regulated and self monitored aiming at continuous improvement of quality achieving academic excellence. Govt. Degree College Rajouri, being innovative Higher Education Institution has an established IQAC along with a well defined mechanism to promote all academic and administrative aspects.

TWO PRACTICES INSTITUTIONALISED AS A RESULT OF IQAC INITIATIVE:

Academics: Govt. Degree College Rajouri is quite committed to maintain quality of teaching learning process. Apart from that it focuses on the personality development of the students through skill development, different training programmes, mutual interactions, cultural exchange, the outdoor adventures and certain other curricular and extra-curricular activities that expand the horizon of the knowledge, wisdom and experience of the students in regard to their over-all development. The institution ensures all the measures in maintaining peace and security, discipline and healthy character building among the students. It also strengthens mental maturity of the students and focuses on the holistic development of the taught. The following quality assurance processes have been institutionalised for this purpose.

1. **Quality Teaching:** To improve the quality of teaching, the regular faculty developmental programmes stand introduced as a regular feature. Different programmes in collaboration with other governmental and non-governmental organizations/ institutions are organized on the campus to broaden the spectrum of the teachers' knowledge and to further capacitate their quality and potential. The faculty members are encouraged to acquire additional knowledge to foster their skills.
2. **Strengthening of Research Activities:** In order to strengthen the research activities the faculty members are encouraged to write books, contribute to journals and magazines and to participate in the National / International Seminars, Conferences, Workshops, etc. In this context Govt. Degree College Rajouri often organizes the academic and technical events to promote the academic interest among the teachers and to equip them with the latest knowledge and information. A broad based research platform is provided to the teachers with the intention to strengthen the academic atmosphere in the College.

CONTRIBUTIONS OF IQAC TO IMPROVE TEACHING LEARNING PROCESS:

Some of the major contributions of IQAC to improve teaching learning process are as under:-

1. Smart class-rooms equipped with modern technology.
2. Quality of Teaching
3. Use of Advance Teaching Ideas.
4. Periodic Assignments
5. Time bound assignments
6. Review of Attendance
7. Counselling and Monitoring
8. Additional Classes
9. CCTV monitoring
10. Regularity, Punctuality and Accountability
11. Students Feedback
12. Skill presentations
13. Methodology in teaching
14. Frequent interaction with the students
15. Maintaining Library Culture
16. Well equipped Library
17. Internet facility to the students
18. Regular Faculty Meetings
19. Appraisal of class-room situation

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

1. **Examination Reforms:** A meeting was conducted on the campus comprising of all the faculty members to discuss the change in the examination duration of 3 hours to 2 hours and a half for facilitating the CBCS System. Previously there was three hours duration of the examination in annual pattern. Since University of Jammu changed the examination scheme in 2016 by reducing the duration to 2:30 hours. keeping this mega-change in duration, academic pattern and also the change in the pattern of question papers and the content-courses in view, the IQAC after detailed meetings with the staff members changed the pattern of Internal Assessment System as well. Hence, it was decided by the Committee to reduce the duration of the Internal Assessment Test from 1:5 hours to one hours as per the recommendation of the IQAC, a central combined Examination Committee was also established in the College to monitor all the Internal Assessment Records, etc. The teaching faculty now has to set up the question papers of the concerned subjects and hand them over to the Examination Committee. The Internal Assessment Test is also conducted under the supervision of Central Examination Committee on the pattern of University Examination System.
2. **Feedback from students on Teachers efficiency:**

Students' feedback is taken on each faculty member. In order to ensure promising learning output, the IQAC regularly collects feedback from the students on teachers' performance and methodology of teaching. IQAC after receiving feedback data, analyses it and interprets the same. On the drawn

conclusions, it takes necessary action if it identifies any dissatisfaction from the students on any aspect of teaching efficiency. Accordingly it submits the feedback reports to the College Principal for further action. The Principal discusses the report with the teachers concerned and all possible efforts are made to resolve the problems

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

Response: 2.6

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

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

File Description

Document

Number of quality initiatives by IQAC per year for promoting quality culture

[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description

Document

Details of Quality assurance initiatives of the institution

[View Document](#)

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

Response:

Post Accreditation Initiatives: The NAAC Peer Team visited the College in 2014 and went in for a detailed examination of the entire infrastructure and other related aspects of the institution to make the assessment, recommendations and suggestions for further enhancement of quality in curricular and co-curricular programmes including various parameters of the functioning of the College.

On the basis of the recommendations of NAAC Peer team for the second Cycle of Accreditation process in 2014, this College has adopted the following initiatives for quality maintenance and enhancement during the last five years:-

1. All the UG and PG courses follow the semester system. The Choice Based Credit System has been made functional for UG Courses from the session 2016 onwards and is running successfully to impart education and to provide enhanced learning opportunities to the students.
2. Continuous Internal Evaluation through class tests, Assessment tests, home assignments, subject oriented quiz contests, written class tests and oral tests are conducted.
3. All the teachers concerned seek the feedback from the students at the end of the semester and go for a detailed survey of the students problems after the completion of the syllabi so that, if needed, certain remedial classes may be arranged. The students are encouraged to respond to this initiative of the teachers without any hesitation to put forward their analysis of the teacher concerned.
4. The information and communication technology introduced in the teaching-learning process has been strengthened by extending the facilities of LCD Projectors, Laptops, Desktops, Computing software, internet connection, Wi-Fi in all the departments including library, Hostels and hostels to promote ICT Learning. Moreover other source study materials are used for the purpose of teaching learning are ICT and other tools such as Web On-Line Digital Library, Computer based Retrieval of information, Video Conferencing facility, Xerox etc have been installed for maximum access of the students.
5. College has set up a special cell headed by the Principal to handle harassment issues on the campus. Besides, special cells for students belonging to SC/ST/ OBC/RBA/Pahari speaking categories to provide them scholarship facilities.
6. Biometric Attendance System has been installed for teaching and Non-teaching staff of the College to ensure regularity and punctuality of the staff.
7. Continuous meetings of HODs for smooth functioning of all the departments are held in the College after every 15 days.
8. Attendance Registers and Record Registers are regularly maintained.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response: 17

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

2017-18	2016-17	2015-16	2014-15	2013-14
4	0	6	4	3

File Description

Document

Report of the event

[View Document](#)

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2

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

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

Response:

Safety and Security:-

CCTV Cameras/Surveillance system installed in the College campus to reduce crimes, monitor activities, protect vehicles, culminate unauthorized intruders, keep an eye on remote entrance/ exits of the college. The Institution has installed a number of CCTV Cameras and surveillance equipment in the College Campus particularly in Girls Hostels, Boys Hostel, Class Rooms, Sports Grounds and Common room as CCTV Cameras can be said to be third eye which is working 24 hours to protect us and especially to reduce the crime. Installation of Cameras and Surveillance equipments are quite beneficial for the college administration as they keep watch on prohibiting activities and they have their ability to record for long time to apprehended the tress passers and unauthorised persons. CCTV Cameras and surveillance technology is a great way to keep an Institution secure with their much positivities.

They also help in keeping track of teachers and students attendance and punctuality. It can also assist in rating teacher's attitudes and methodology while teaching. If there occurs any incident the video footage supplies factual verification of what exactly happened during the incident. Video recording can be used as

proof of a pattern of aggressive behaviour. On the basis of which disciplinary action can be taken. The number of cases of indiscipline has significantly decreased after the installation of CCTV Cameras and Surveillance system in the College campus.

Counselling:

The College has established a women development cell through which proper guidance and counselling is being provided to girls students. The Principal nominated a senior Asstt. Professor as in-charge of the Women Development Cell of the College.

Guidance and counselling are important for Girl students and College has a huge role in bringing out the best in girl students. Good conduct is coveted but sometimes young minds need guidance to polish their personality. Through Counselling students are given advice on how to manage and deal with emotional conflicts and personal problems.

Proper counselling helps to incorporate valuable lessons in their daily life. Through Women Development Cell girl students are advised on the selection of course and different career paths. It is important to prepare them for life after schooling and what to expect in different fields. The above nominated officials give proper guidance on how to deal with physiological problems which can badly affect their studies. Through this counselling the girl students are able to develop certain problem solving skills which to a considerable extent help them in dealing with particular issues surrounding their life. It also allows girl students to take to their teachers about various experiences that make them uncomfortable. They can openly share problems that they cannot do with their parents.

Moreover, the purpose of such counselling is to guide the girl students to adjust and progress in Co-educational environment. Moreover, they are enlightened about gender equality and how to develop their harmonious attitudes. This, of course, is the purpose of such counselling and guidance.

Common Room

To facilitate the female students. the College established a spacious and comfortable Girls Common Room with seating Capacity of 60 girls. With a carpet area of about 260 Sq. ft. And with attached bathroom and dressing room, comfortable furniture and other items are provided to the students to relax during their free periods. The Common Room has a water Cooler and LED facilities for the Girl students and Newspapers, Magazines and Indoor Games are also provided to the students. Certain services are available to the students from the main College Canteen on telephonic requisition, Girls Common Room attendant is always ready to help the girl students and to provide every assistance.

The Principal of the College nominates one member from amongst the staff to remain in-charge of the Common room. The items of the common room are on the disposal of the attendant of the Common room who extends full cooperation to the students. All instructions issued from time to time either by the Principal or by the Professor in charge are followed in letter and spirit. Any violation in this regard is deemed as misconduct.

Similarly, the College has also provided space for seating boys students in the College campus during free time. Boys relax during free time and read various magazines, newspapers, etc. They discuss current issues

with their fellow students. The boy students of the College are also provided separate washrooms and toilet complex facilities in the College campus. The attendants are available for any sort of help/ assistance required by the students in the College.

7.1.3 Alternate Energy initiatives such as:

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

Response: 93.39

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

Response: 240

7.1.3.2 Total annual power requirement (in KWH)

Response: 257

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 61.54

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

Response: 8

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 13

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

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

Response:

Solid Waste Management

Disposing of waste material becomes utmost important particularly in today's world where consumer has crossed its every limit. Waste causes pollution, if not taken care of properly. Keeping in view the gravity of the problem, the waste material in the College is segregated into biodegradable and non-biodegradable, toxic and non-toxic, solid and liquid and so on. Depending on the nature of waste, different strategies are adopted for its safe handling. The college adopts the policy of 3Rs -Reduce, Recycle and Reuse.

The students of the College are motivated to reduce the wastage and consider buying the items that are really required. The students are aware regarding the less use of waste material and are advised to throw the waste viz. wrappers, papers, stationary items into the dustbins meant for which are placed in every nook and corner of the College. The removal of waste papers, glass, metal, etc. from the different departments, dustbins and other corners is done regularly and is disposed off accordingly.

The waste material especially from tree droppings is segregated and put in a separate place for leaf composting. The news papers and not required old stationary items are auctioned and sold to the vendors who purchase for recycling of the items. Similarly the plastic items and scraps of iron, etc. are regularly auctioned and sold to the vendors for recycling.

The other major types of solid waste is in the form of e-Waste e.g. non-working computers, monitors, photocopiers, and printers. The e-waste of such instruments from different offices and laboratories of the college are collected and are auctioned by the auction committee of the College in presence of all the faculty members. The vendors and e-waste collectors are invited through notice published in the Daily News papers and through local media to participate in the auction. The institute organises various activities in the form of workshops, lectures of experts, poster presentation and so on to create awareness in society about the e-waste and its safe dismantling and recycling as per Pollution Control Board norms. The College does not have permission to use radioactive substances in its laboratories. Indiscriminate use of chemicals is discouraged during practical classes.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Although, our area fall in the Peer Panjal Region which receives moderate to heavy rain fall and snow fall during winter season and summer as well so there is no necessity of rain water harvesting generally, but still our institute is practicing rain water harvesting system so that at the time of crisis we may use harvested water.

The college campus has rain water harvesting facility with rain water storage tanks in the campus. The catchment area is at roof top of the institute building from where huge volume of rain water is collected, from the terrace through adequate pipe system and is drained into the under grounds tanks from the top. Even large green area of the college campus also allows for collection of water into the soil thereby facilitating recharging of underground water table.

All the rain water thus collected in the storage tanks which is further utilized for gardening and

maintenance of lawns and parks in the campus. The water is lifted from the tanks to the required area through water pumps and pipes.

The college is also emphasizing on significance of water conservation and explains its utility to all the students and stake holders. The importance of preserving and saving the rain water for future use is the need of the hour. The students are encouraged and guided in time and again how to use water wisely and optimally when necessary. The students are also taught how to act immediately upon any type of wastage of water across the campus.

7.1.7 Green Practices

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

Response:

The following green, practices are using:-

1. Restricted public transport
2. Pedestrian, friendly roads
3. Plastic free campus
4. Green landscaping with trees and plants

The colleges make special efforts to insist environmental awareness amongst its students. We firmly believe that environmental awareness must lead to environmental action. The following activities were under taken to reduce over ecological foot prints.

1. **Eco friendly:-** College/departmental FESTS since 2014. Every year Govt. Degree College Rajouri celebrates departmental FESTS in the month of December. For the last 4 years we have been popularizing green practices by encouraging each department to reduce their consumption, use more eco friendly alternates and ensure that the waste they generate is properly disposed off . Every department was given guidelines regarding usage of paper, plastic, etc, before the FESTS. Volunteers from NCC/NSS and students from the college monitored and made observations whether all the departments across the college properly follow the guidelines or not. This has made significant difference and students across the college are learning to be eco-literate.
2. **Say no to plastic drive:** - Rallies are conducted time and again to spread message about the harmful effects of plastic waste, which all the volunteers of NCC/NSS and of social outreach attend from time to time. Also there were counters where a making paper bags were taught to people and student's community where alternatives to plastics were displayed. More than 90% of staff members and 10 to 20 % of students commute by their personal vehicles and rest of the staff and students are making use of public transports such as buses, auto rickshaw, etc.
3. **Paperless office:-** The use of papers in offices of the institutions has been reduced to a significant

extend although not absolutely. The college is swiftly heading towards making paperless office as most of the orders/ notices are sent through have emails and WhatsApp by availing the free WiFi facility provided in the College Campus.

4. **Green landscaping with trees and plants:-** The College maintained one Botanical Garden with more than four hundred plants of different varieties within the campus .
5. **Pedestrian friendly roads:-** College campus pedestrian friendly roads provide some incentive for students/faculty/visiting peoples to walk easily rather than drive. In the college campus wide foot path for pedestrians to walk freely in any season without any hindrance has been constructed.

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

Response: 18.89

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

2017-18	2016-17	2015-16	2014-15	2013-14
1.20	1.90	2.50	0.70	0.50

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

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

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

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: B. At least 6 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document

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

Response: 51

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

2017-18	2016-17	2015-16	2014-15	2013-14
9	17	13	7	5

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

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

Response: 50

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

2017-18	2016-17	2015-16	2014-15	2013-14
10	15	9	8	8

File Description	Document
Report of the event	View Document
Any additional information	View Document

7.1.12 Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff	
Response: Yes	
File Description	Document
Any additional information	View Document

7.1.13 Display of core values in the institution and on its website	
Response: Yes	
File Description	Document
Any additional information	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations	
Response: Yes	
File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics	
Response: No	
7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions	
Response: Yes	
File Description	Document
Any additional information	View Document

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

Response: 27

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

2017-18	2016-17	2015-16	2014-15	2013-14
6	7	1	7	6

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

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

Response:

Our students are on a mission towards making of better India. They come together breaking the boundaries of religion and caste. The Institution celebrates Days of National importance like Independence Day and Republic Day with Fervour and Festivity. Death and Birth anniversaries of great personalities, important Days of national and International events are also celebrated meaningfully. The institution celebrates the days of national importance to recall the events or contribution of our leader in building the nation. Thoughts of great Indian personalities are sowed into the young minds through the exhibition and programmes conducted on these days.

The College celebrates the following

1. Gandhi Jayanti on 2nd October
2. Republic Day on 26th of January
3. Independence Day on 15th August
4. World Aids Day on 1st December
5. Sir Sayed Day on 17th October
6. National Voters Day on 25th January
7. Yoga Day on 21st June
8. NCC Day
9. NSS Day on 24th September.
10. National Education Day on 11-Novemeber
11. Teachers Day on 5 September
12. National Youth Day on 12 August

13. National Unity Day on 31st October
14. Parakram Parv on 28 September
15. Constitution Day on 26 Nov.
16. NSS Winter Camp on 10 days 1st January to 10th January
17. District Youth parliament
18. Workshop on Drug Abuses and Swach Bharat Mission.

File Description	Document
Any additional information	View Document

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

Response:

The institution maintains transparency in its Financial, academic, administrative and auxiliary Function in a very clean and fair manner.

1. Fee structures are open and transparent. They are available in detail to all students and parents.
2. The salary of teaching and non-teaching staff and other human resource is credited in their respective bank accounts and also the financial transactions are done with voucher and cheque.
3. The institution endeavours to ensure all financial transaction reports and documents are completed with accuracy and institution presents timely and accurate information to higher authorities.
4. Administrative matters are handled in a transparent manner by decentralizing the duties. The head of departments and conveners are always taken into confidence in administrative matters. College level committees are made to discharge various duties.
5. Academic activities are continuously monitored by IQAC and heads of the department.
6. The Timetable committee constituted by the Principal monitors the schedule of classes for various subjects.
7. An Examination Committee constituted by Principal takes care of the conduct of internal assessment test, timely evaluation of Test Paper and posting of marks.
8. All circulars regarding, students teaching staff and non-teaching staff are circulated and read in all classes and displayed on notice boards, besides sending on emails and WhatsApp to the concerned.
9. The evaluated internal assessment tests answer sheets are discussed with students.
10. Regular inputs are taken from faculty and staff through meetings.
11. Periodic review meetings with HOD's and others.
12. Admission are purely made on merit basis.
13. The Principal is the head of the Institution and looks into everything concerning teaching, nonteaching and office activities.

7.2 Best Practices

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

Response:**(A) Title of practice (NCC)**

National Cadets Corps

(B) Objective of the practices

NCC aims at developing character comradeship, discipline a secular outlook, the spirit of adventure and Ideal of Selfless Services among the young students. Further it aims at creating a pool of organized trained and motivated youth with leadership qualities in all walks of life. It also motivates the young students to join armed forces.

(C) The Context

Untoward situation never comes with prior notice. We need to stay alert for any kind of situation let it be disaster management and natural calamities. We need to step on it and every different issue has different Tempos of crisis. NCC as practiced in Government Degree College Rajouri is all about rising to the situation and occasion and keep ready to face problematic situations at a very short notice. The students are motivated to be always ready to do good for the society.

1. NCC wing Govt. Degree College Rajouri organizes cleanliness drive under Swach Bharat Abhiyan Programme on the occasion of Gandhi Jyanti.
2. NCC wing of of the institution organizes one day awareness workshop on Disaster Management.
3. Special National Integration camp held at Leh w.e.f. 27th July 2015 to 09 August 2015, 2 cadets joined there.
4. Yoga camp held at SVS Sunderbani w.e.f. 02-06-2015 to 12-06-2015, 15 cadets participated.
5. NIC camp held at Jammu Nagrota w.e.f. 26th October 2015 to 06 Nov. 2015, 8 Cadets attended the camp.
6. NIC camp held at Kanyakumari (TN) from 19 Nov. To 30 Nov. 2015,. 4 cadets attended the camp.
7. CATC – Camp held at Nagrota Jammu w.e.f. 27-01-2016 to 12-02-2016, 10 cadets attended the camp.
8. 30 cadets participated in the Republic Day Parade held at District Police Line Rajouri.
9. 10th of Feb. 2016, 40 cadets participate in Para ceiling camp held at Air-Field Rajouri organized by GOC 25 Infantry Division Rajouri.
10. S.N.I.C. held at Srinagar w.e.f. 13-05-2016 to 06-06-2016 organized by JAKLI, 2 cadets attended the camp.
11. Special CATC Camp held at Nagrota w.e.f. 21-09-2016 to 30-09-2016, 8 cadets attended the camp.
12. N.I.C. camp held at Gujrat w.e.f. 07-01-2017 to 22-01-2017, 5 cadets attended the camp.
13. 28 Cadets participated in the Independence Day Parade held at District Police Line Rajouri.
14. 3 cadets participated in the N.I.C. camp held at Leh w.e.f. 30-07-2017 to 20-08-2017.
15. 09 Cadets participated in TSC 3rd Phase held at Nagrota w.e.f. 08-09-2017 to 18-09-2017.
16. 2 cadets participated in RDC 1st Phase in Jammu w.e.f. 01/12/2017 to 10/12/2017.
17. 08 cadets attended NIC camp held at Nasik (Maharashtra) w.e.f. 23-12-2017 to 03-01-2018.
18. 5 cadets attended Army attachment camp held at Bari Brahmana w.e.f. 14-01-2018 to 28-01-2018.
19. 27 cadets attended the ATC Camp held at Nagrota (Jammu) w.e.f. 07-07-2018 to 17-07-2018.
20. 01 cadets attended the TSC camp held at Delhi w.e.f. 18-09-2018 to 30-09-2018.

21.05 Cadets attended EBSC held at Nagrota Jammu w.e.f. 11-10-2018 to 20-10-2018.

22.4 Cadets participated in RDC First Phase held at Nagrota Jammu w.e.f. 01-12-2018 to 10-12-2018.

23. Four cadets participated in Army attachment camp held at Bari Brahmana w.e.f. 23-01-2019 to 03-02-2019.

(E) Evidence of success

Many of the cadets have appeared for “B” certificate and “C” certificate examination. Many cadets have qualified Army & J&K Police examination.

(F) Problem Encountered and Resource Required

The Primary limitation for NCC is limited budget, so there is Financial Constraint. Maintenance of records, registers stock and other official documents with such minimum infrastructure becomes difficult. NCC suffers from a limited supply of uniform of proper size along with DMS Drill and march Past shoe.

Best Practice-II

1. Title of practice (NSS)

National Service Scheme

1. Objective of the Practice

The College has a strong NSS wing working under the NSS Cell University of Jammu. The institution promotes NSS for the all round development and character building of students as well as to extend its activity at the community level.

1. The context

The NSS wing of the College trained its young learners how to serve the society and how to curb the social evils. Frequent programmes are organized in the College and its vicinity. Local NGOs also cooperated with College NSS volunteers to aware the society.

1. The Practice

NSS through the regular activity and special camp activity involves the teachers and students as under:-

1. Health Awareness programme on Aids
2. Programmes on Swachta
3. Programmes on Communal harmony
4. Programmes on Water Conservation
5. Programmes on Drug Abuses
6. Programmes on Non-Violence
7. Special Winter Camp
8. Programmes on National Unity
9. Programmes on SVEEP
10. Programmes on Corruption Free India

11. Programme on Digital Campaign
12. Workshop on Disaster management
13. Awareness on Save the Girls Child

1. Evidence of success

NSS volunteers organized large number of programmes on various topics. NSS volunteers won many awards at District and State level.

1. Problems encountered and resource required
2. Limited Budget
3. Lack of Infrastructure

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.3 Institutional Distinctiveness

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

Response:

The Primary objective of the institution is the pursuit of Academic Excellence. The institution aims at vitalizing the learning skills with a focus of Futuristic demands, vitalizing teaching learning process. The college aims at educating the citizens of our society. The main objective of the college is to nurture its taught in to respectable citizens through a well prepared and well designed curriculum and occasional value oriented lectures. The students are prepared to explore their mental abilities by performing in the main examinations besides their sound mental development to serve the nation. The institution involves its stakeholder for overall development of the institution. Govt. Degree College Rajouri is committed to produce well groomed human beings in the society.

College promotes quality education that fosters student development with excellence in academics. College offers a wide range of Choices for study at UG/PG courses to the students coming from different Socio-Economic backgrounds. College introduces Innovative programmes that will significantly contribute to the prosperity of the region. College imparts ethical values to the youth for ensuring the harmonious function of the society. College aims to develop a balanced personality of students through a wide variety of curricular and co-curricular activities. The college also strives to create virtuous, meritorious, personalities and to prepare professional creative and humane students to serve humanity by setting a commendable tradition of initiative and imagination.

Education is a process of all round development of an individual physical intellectual, emotional, social, moral and spiritual. The teachers are the facilitators and inculcators of values and transformers of inner

being. The institution does not consider education as mere acquisition of information, passing examination and getting degrees. The college insists to instil a sense of humanism, a deep concern for the well being of others and nation. The institution adopts number of activities like instruction relationship between students, curricular activities etc. to inculcate basic integration among the students and faculty members. The institution strives hard to give a best place to work for the faculty members. Its aims to ensure production, security, culture and social development, welfare, Good environment, peace, justice and equality.

The teacher incharge carefully monitors the regularity of attendance, participating in seminars and other activities and also the performance of students in internal assessment tests. The institution is enabled to complete the curriculum within prescribed time schedule without any delay. The IQAC keeps a check on the syllabus covered by various departments on regular basis. Tutorials, remedial classes and bridge courses are conducted to complement the regular class work. Seminar, guests lectures and workshops are conducted to strengthen the curriculum.

Educational Tours and visits are organized once in a year which are part of curriculum. The college provides a well equipped internet system and stocked library of latest books and Journals which the faculty uses efficiently to provide comprehensive and latest information to students. Students are also encouraged to use library independently that enhances their knowledge. The PG departments have separate Book Bank Facility in their respective departments. The college concentrates to encourage the artistic temper among the students. The college teachers motivate them to participate in various extra-curricular activities. The college nurtures these values among the students by involving them in almost every activity to make learning students-centric, to develop critical thinking, creativity and scientific outlook to transform in to lifelong learning and innovations. The academic calendar is provided in the prospectus of the College issued to the students at the time of admission. The institution encourages the teachers to prepare teaching plan at the beginning so that the syllabus is completed well in time. The College aims at imparting knowledge as may be necessary for the all round development of the character of students thereby making them capable of being better employee and at par with highly competitive job markets. To reach out to the goals and objectives the institution has evolved additional inputs in the syllabi to face the current trends in competitive areas. The College has also been granted financial assistance by UGC for remedial classes for empowerment of SC/ST/OBC students. Feeling the pulse of the contemporary age the skill enhancement courses are taught in College. The college strives its best to help dispel ignorance spread knowledge and thereby propagate to the lofty Indian ideas of service and sacrifices. The college also invites Guest speakers from different backgrounds.

The college develops scientific temperament among the faculty and students. It is need of the time that college conducts field surveys, field tours, laboratory research and students experiments are on scientific lines to synthesize and analyse the problems scientifically. College provides an effective and supportive environment to the students that shall nurture the basic principles of humanity and create a crop of students full of moral, social and intellectual level.

5. CONCLUSION

Additional Information :

The college located at the District Head Quarter acts as a Zonal College of the twin Districts of Rajouri and Poonch. It provides all types of help in terms of academics and infrastructure to the Colleges of Rajouri and Poonch Districts. The College is a fast growing institution having status of College with Potential for Excellence (CPE) conferred by UGC to its credit during April 2016. Govt. Degree College Rajouri is the only College of the state which is FIST aided by Department of Science and Technology, Govt. of India under FIST Programme-2014. The grants released under FIST programme were utilized for the up-gradation of laboratories and creation of Central Research laboratory and computational and Net-working centre in the College campus. The college is also covered under RUSA 2.0 scheme. Under RUSA grants renovation and up-gradation work of various building blocks is in process. The college was accredited with B++ during 2005 and with "A" grade by NAAC during 2014. The institution has adequate class rooms with most of them having ICT facilities. There are two spacious sports grounds for outdoor sports activities and two indoor halls for indoor games. The institution also prints its newsletters and college magazines. It conducts various awareness programmes like Guest lectures, Quiz competitions, Symposia, conferences related to diverse fields.

The College undergoes SVEEP (Systematic Voters Education and Electoral Participation) programmes regularly in which Poster making competition, Quiz, Symposia, etc. are held. The College also organizes sports week every year to provide sports opportunities to almost all the students.

The college also gives good results in University examinations and its Alumni are well placed and are serving the society.

Concluding Remarks :

The Govt. Degree College Rajouri is a premier educational institution of the district with well qualified faculty. The college provides education in Science, Arts, Humanities, BCA and Commerce streams at UG level. Two PG programmes started from 2004 give very good results and sufficient number of Alumni qualified the National level examinations viz. NET, SET, GATE, etc. The institution has good and spacious class rooms of which maximum have been provided with power point projectors, smart boards and podiums. The class rooms are well furnished with fixed and comfortable seating arrangement for the students. The laboratories have been upgraded with instruments and equipments. All the required apparatus and chemicals are available in the science departments to carry out the experimental work prescribed in the curriculum. The students of the college also excel in sports, curricular, co-curricular, NCC and NSS activities. There is every opportunity and facility available in the College for the students to explore their talent. The college has good sports facilities such as play grounds, indoor halls and well trained physical education staff. The college also organizes various activities like symposia, workshops, conferences, debates and quiz competitions for the all round development of the students. The college has well established girls and boys hostels which provide accommodation to the students of far flung areas. The college is provided with un-interrupted power and perennial water supply for its stake holders. The college has a college bus for transportation of students. A college canteen is also functional in its campus which caters to the needs of the students in the campus.