



Annual Quality Assurance Report

Session 2017-18

OF

Internal Quality Assurance Cell



GOVT. DEGREE COLLEGE UDHAMPUR-J&K

Recognized under section 2(f) & 12(b) of the UGC Act, 1956

The Annual Quality Assurance Report (AQAR) of the IQAC

(April 2017 to July 2018)

Part – A

I. Details of the Institution

1.1 Name of the Institution	Govt. Degree College Udhampur
1.2 Address Line 1	Near PWD Dak Bunglow
Address Line 2	NH1A
City/Town	Udhampur
State	Jammu and Kashmir
Pin Code	182101
Institution e-mail address	principal@gdcudhampur.in
Contact Nos.	94191-60428
Name of the Head of the Institution:	Prof. S. S. Bhalwal & Dr. S.K Magotra
Tel. No. with STD Code:	01992-270239
Mobile:	09419160428
Name of the IQAC Co-ordinator:	Dr. Udhey Bhanu
Mobile:	94198-98085

IQAC e-mail address:

iqac@gdcudhampur.in

1.3 NAAC Track ID :

NA

1.4 Website address:

www.gdcudhampur.in

Web-link of the AQAR:

www.gdcudhampur.in/AQAR

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	74.10	Feb, 2006	Feb, 2011
2	2 nd Cycle	B	2.73	January, 2016	January, 2021
3	3 rd Cycle	NA	NA	NA	NA
4	4 th Cycle	NA	NA	NA	NA

1.6 Date of Establishment of IQAC :

25/05/2006

1.7 AQAR for the year

2017-18

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

NA

1.9 Institutional Status

University

State Central Deemed Private

Affiliated College

Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify) BCA & PG Courses

1.11 Name of the Affiliating University

University of Jammu

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

Covered under STAR COLLEGE SCHEME of DBT Govt of India

Autonomy by State/Central Govt. / University

NA

University with Potential for Excellence

X

UGC-CPE

X

DST Star Scheme

✓

UGC-CE

X

UGC-Special Assistance Programme

X

DST-FIST

✓

UGC-Innovative PG programmes

X

Any other (Specify)

X

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="05"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="Nil"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="NA"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="Nil"/>
2.8 No. of other External Experts	<input type="text" value="Nil"/>
2.9 Total No. of members	<input type="text" value="06"/>
2.10 No. of IQAC meetings held	<input type="text" value="05"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="Nil"/> Faculty <input type="text" value="5"/>
Non-Teaching Staff	<input type="text" value="Nil"/>
Students	<input type="text" value="Nil"/>
Alumni	<input type="text" value="Nil"/>
Others	<input type="text" value="Nil"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text" value="---"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos.	<input type="text" value="21"/>
International	<input type="text" value="0"/>
National	<input type="text" value="01"/>
State	<input type="text" value="0"/>
Institution Level	<input type="text" value="20"/>
(ii) Themes	

Symposium on the topic “Truth and Non-Violence

Intra-District Symposium on “Truth and Non-Violence in collaboration with Gandhi Global Family

Workshop on “Prime Minister’s Special Scholarship Scheme.

One Week CSTT-MHRD Workshop on “Glossary in Dogri”.

Celebrated “International Day for the preservation of Ozone layer”.

Celebration of Nation-Wide Sanitation Campaign “Swachhta He Sewa Hai”.

Workshop on “Career in Armed Forces and Allied Services”.

Two days workshop on “Carpe Diem” in collaboration with “IIM Calcutta” and makeinter.com”.

Placement drive by “Rooman Technology” under the Project UDAAN.

Two-day Mega Placement Drive under the project UDAAN.

Celebrated National Unity Day.

Inter-College Quiz Competition in collaboration with Sports Authority of India.

Awareness lecture on “HIV-AIDS: Its Causes & Preventions”.

Two Days National Conference on the topic “Rooting the Rootless: Exploring the literatures of the indigenous cultures.”

Symposium on the Role of Voter’s in strengthening Democracy.

Intra-College Declamation contest on the topic “Effect of Demonetisation of the life of Common Man.

Intra-College Symposium on “Role of Radio in Social Networking Sites” on the occasion the World Radio Day.

Guest lecture on “Entrepreneurship Development Programme”.

Awareness Seminar on the theme “Banking Ombudsman Scheme” in collaboration with Reserve Bank of India.

Lecture on the topic “General Health Issues’ and their mitigation” on the occasion of World Health Day.

2.14 Significant Activities and contributions made by the IQAC

- Action Plan & Annual calendar framed.
- Online Admission of all UG Classes.
- Website updation.
- Pre-placement skill enhancement workshop organised in collaboration with District Administration.
- Publication of College Newsletter ‘Devika’
- Publication of College Magazine ‘Devika’

2.15 Plan of Action by IQAC/Outcome

The action plan for quality enhancement was chalked out by IQAC in the beginning of the year. Details are attached as Annexure-I and II.

2.16 Whether the AQAR was placed in statutory body No

Management Syndicate Any other body

Provide the details of the action taken

NA

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	02	01(PG Chemistry sanctioned but yet to be start)	02 seats in each prog. are self financing	-
UG	05	-	...	-
PG Diploma	-			
Advanced Diploma	03	-	05	05
Diploma	03	-	05	05
Certificate	03	-	05	05
Others				
Total	16	02	-	15
Interdisciplinary	-	-	-	-
Innovative				

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

(ii) Pattern of programmes: UG pattern is under change from semester system to CBCS.

Pattern	Number of programmes
Semester	PG= 02, UG=03
Trimester	-
Annual	UG=01(B-Part III)

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

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

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

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

Shifting from Non-CBCS to CBCS semester system in Sem- III & IV .

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
54	48	03	NA	Principal=01 PTI=01 Librarian=01

2.2 No. of permanent faculty with Ph.D.

13

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
48	27	18	Nil	NA	NA	03	Nil	54	18

2.4 No. of Guest and Visiting faculty and Temporary faculty

G=2

V=0

T= 01

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	04	31	-
Presented	05	10	-
Resource Persons	-	-	01

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

- Smart class facility introduced in two more classrooms.
- Online journals subscribed
- CBCS Semester system at UG Level introduced.

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

UG= 128 PG= 89

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

Shifting from one home assignment and one test to only one test comprising of 20% marks in CBCS Semester system.

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

25

2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	252	Nil	12	44	12	78.57
B.Sc.	300	4	8	27	Nil	71.33
B.Com	59	Nil	14	60	10	84.75
BBA	30	Nil	36	40	Nil	90
BCA	12	Nil	45	64	Nil	91.66

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

Contribution:

- By defining parameters of teaching- learning.
- By supplementing the academics with extension programs.
- By devising mechanisms for effective outcome of our endeavours.

Monitoring & Evaluation:

- Through Feedback of the students
- Interaction with the staff.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	31
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	08
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	07
Others / Conferences	07

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	06	5	-	Nil
Technical Staff	06	08	Nil	08

Criterion – III

3. Research, Consultancy and Extension

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

- The IQAC has been sensitising the staff regarding this issue in all formal/informal gatherings.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	one
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	05	04	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings			

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

Level International National State University College

	Number	-	01	-	-	-
3.11 No. of conferences organized by the Institution	Sponsoring agencies	-	-	-	-	-

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
-	-	01	-	-	-	-

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
 National level International level

3.22 No. of students participated in NCC events:

University level State level
 National level International level

3.23 No. of Awards won in NSS:

University level State level
 National level International level

3.24 No. of Awards won in NCC:

University level State level
 National level International level

3.25 No. of Extension activities organized

University forum College forum
 NCC NSS Any other

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

- International Yoga Day Celebrated in which 1200 NCC Cadets of various schools and Colleges of Distt. Udhampur & Reasi participated.
- College students and staff donated Rs. 2.35 lacs to victims of Flood and Natural Calamity in the State. This donation includes two days staff salary and donations collected/donated by students.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	108 Kanals	Nil	NA	102 Kanals
Class rooms	26	Nil	Govt.	26
Laboratories	19	02	-	18
Seminar Halls	01	-	-	01

No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	-	2.9	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

- Computers are available in administrative units. Entire office work is done through computers.
- Library has also been issued computers and automation is in progress. A dedicated ICT Zone for students has been established.

4.2 Computerization of administration and library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	59331	-	649	329891	59980	-
Reference Books	1106	-	65	79000	1171	-
e-Books	-	-	-	-	-	-
Journals	23	9000	08	26900	31	35900
e-Journals	3000+	5000	3000+	5700	3000+	5700
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify Newspaper/Magazine)	18/15	36000	2/2	3000	20/17	39000

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	76	51	-	03	-	03	13	06
Added	-	-	-	-	-	-	-	-
Total	76	51	-	03	-	03	13	06

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

- 45 Students and teachers were trained under computer literacy programme organized by Jigyasa, a lifelong learning unit of the College sponsored by Dept. Of Science & Technology and conducted by NIELIT (DOEACC).
- College Website is used for inter/intra-college communication.

4.6 Amount spent on maintenance in lakhs :	Nil
i) ICT	
ii) Campus Infrastructure and facilities	6550000/-
iii) Equipments	250000/-
iv) Others	35322943
Total :	43359116/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC Published the newly added student support services in its annual newsletter.
- Participated in meetings of others Departments/ Committees and made Quality related interventions from time to time.
- The same information was uploaded on the College website and also published in the Prospectus

There has been no formal mechanism in practice to track the student progression

5.3 (a) Total Number of students	UG	PG	Ph. D.	Others
	2389	68	-	-

(b) No. of students outside the state

35

(c) No. of international students

0

Men	No	%	Women	No	%
	-	-		-	-

Last Year(2016-17)						This Year(2017-18)						
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total	
1234	294	101	321	04	1954	1343	241	74	280	Nil	1938	

Demand ratio - 1:1 Dropout % -2.55%

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

Nil

No. of students beneficiaries Nil

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

Student counselling and guidance was arrange at the time of admission to help them choosing right combinations/streams and allied information.

No. of students benefitted 900

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
14	600	65*	-

* No. Of students placed include pass outs as well.

5.8 Details of gender sensitization programmes

Nil

5.9 Students Activities

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

State/ University level 22 National level 30 International level Nil

No. of students participated in cultural events

State/ University level 12 National level - International level -

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	39	Rs. 170964/-
Financial support from government	252	Scholarship paid to the students by the Social Welfare Department
Financial support from other sources	-	Nil
Number of students who received International/ National recognitions	Nil	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

1. Parking space for students created.
2. Reading room with internet connection created.
3. Toilet block for boys renovated.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

Govt. Degree College (Boys) Udhampur envisions to commit itself as a dynamic Institution of Higher learning for the intellectual enrichment of minds to produce valuable and harmonious human resource suitable to serve the community.

Mission

- *To grow as a centre of generating intellectual wealth by offering high quality, varied and relevant academic programs that foster critical thinking among the youth to create a knowledge society.*
- *To promote and instill the ethics of social, cultural, national and global significance among the youth through higher social interactions and extension programmes that make them enlightened and responsible citizens.*
- *To ceaselessly audit, introspect and evaluate the existing mechanisms, upgrade them to make them relevant and innovate to achieve educational excellence.*

6.2 Does the Institution has a management Information System

No!
MIS has been proposed under RUSA

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

6.3.1 Curriculum Development

Syllabi of all the subjects has been revised. All the Heads of the Departments are members of Boards of studies of their respective subjects and regularly attend the meetings and contribute in framing the syllabi of their respective subject. All the HOD's are members of Board of Studies.

6.3.2 Teaching and Learning

To facilitate the use of ICT in teaching –learning smart class facilitate provided to students during 2016-17 Academic Calender was strictly followed to ensure timely execution of assignments. Our results for 2016-17 remained very encouraging at 80.44%

Examinations were conducted as per the Academic Calendar. A great deal of attention was paid to ensure transparency in the conduct of examinations. In addition, this college facilitated in conducting exam of B.Ed, MES, Online Bank Exams, Judiciary, IGNOU, Distance Education & University Private Exams etc. All the teachers were engaged in evaluation of internal/external examination.

6.3.4 Research and Development

A demand for special research grant has been projected under RUSA. Two teachers published research papers in reputed Journal. Many attended. Conferences/Seminars and presented papers, Refresher/Orientation courses and workshops.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library is being automated; .714 new books were added to the existing treasure of books,; 300 new e-journals and 31 more journals were subscribed in various subjects.
- Construction of boundary wall & two lecture theatre block completed.
- Indoor Shooting Range is under Construction.
- Parking area for students and staff created.

6.3.6 Human Resource Management

The available human resource available in the College was managed under a strategy to maintain and enhance the quality standards of this institution. Committees were constituted for effective implementation of various policies and partake of governance responsibilities.

6.3.7 Faculty and Staff recruitment

Few transfers made by the Dept. of Higher Education. Faculty on academic arrangement engaged against vacant posts and out of College pool fund also. Guest faculty also engaged in few subjects.

Many collaborations were held with various agencies like Dept. of Science & Technology. Indian National Trust for Art, Culture and Heritage, National Translation Mission, WWF, DBT, etc. For various Projects more than 20 companies visited college for Placement Drives.

6.3.9 Admission of Students

A trend of increase in admission was noticed in this session with a total of 2389 students which included 403 girls, 248 SC, 80 ST, 214 OBC students.

6.4 Welfare schemes for :

- Insurance for all students studying in the College.
- Financial Aid to Differently able (DA), students belonging to poor families, Orphan students and students belonging to families below poverty out of College local fund.
- Scholarships to students belonging to SC,ST,OBC and RBA categories.
- Hostel facility provided to students belonging to ST Category.
- Hostel facility for students coming from far flung areas.
- Admission fee of students belonging to poor families out of Red Cross fund.
- Bus facility for female students.
- First Aid facility for students.

6.5 Total corpus fund generated

Rs. 118.7 Laacs

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	No	-
Administrative	No	-	No	-

6.8 Does the University declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

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

The Examination pattern of Part-I changed to Semester Based Examination Pattern.

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

Nil

6.11 Activities and support from the Alumni Association

Alumni of this College, prominently Sh. Ashok Kumar, Director Sports Shri Mata Vaishno Devi University Katra, supported immensely in conception, proposal and organising prestigious Governors' Silver Rolling Trophy Volleyball Championships for Men & women.

There is no trend of PTA in the colleges of J&K.

6.13 Development programmes for support staff

NIL

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

The campus of this college is situated on a hillock and bears a lush green look. Due care is taken by the NSS, NCC & Nature Club "Nav-Chetna" of the College to generate awareness among the students to keep the campus clean. Saplings are planted and saplings planted in the last session were nurtured.

Criterion – VII

7. Innovations and Best Practices

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

- College Library is automated.
- 02 Smart Classes made ICT Enabled Reading Room facility provided to students.
- Devika Magazine Vol-VII Issue-I published in December, 2017.

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

Most of the activities as mentioned in Annexure-I decided in the beginning of the year are held.

7.3 Give two Best Practices of the institution.

Attached as ANNEXURE-III

7.4 Contribution to environmental awareness / protection

- The College conducts many Environmental Awareness activities under the aegis of WWF Nature Club "Nav-chetna", NCC and NSS.

7.5 Whether environmental audit was conducted?

Yes

No

7.6 Any other relevant information the institution wishes to add.

The College has been consistent with the Computer Literacy Program and other initiatives undertaken by the College in the recent years. Three University positions were secured by the students. 05 Campus Placement Drives conducted.

SWOT ANALYSIS Attached as ANNEXURE-IV

Dr. Udhey Bhanu

Prof. S. S. Bhalwal & Dr. S.K. Magotra

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*_____

ANNEXURE-I**CALENDAR OF Co-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES****2017-18**

S. No.	Activity	Target Group	Organizing Unit	Date/Month
1	National Youth Day	Students	NSS	12 January
2	National girl child day	Students	NSS	24 January
3	National Voters Day	Students	NSS & Dept. Of Political Science	25 January
4	Republic Day	Students	NCC Units	26 January
5	International Youth Day	Students	NSS	12 August
6	Independence Day of India	Students	NCC	15 August
7	Sadbhawana Diwas/ Harmony Day	Students	NSS	20 August
8	National Sports Day	Students	Dept. Of Sports	29 August
9	Hindi Diwas	Students	Department of Hindi	14 September
10	International Day of Democracy	Students	Dept. Of Political Science	15 September
11	World Peace Day	Students	NSS	21 September
12	World Rivers Day	Students	Dept. Of Geography	25 September
13	International Day of Non-Violence/Mahatma Gandhi Jayanti	Students	NSS	2 October
14	World Students Day	Students	College/IQAC	15 October
15	World Legal Service Day	Students	Dept. Of Political Science	9 November
16	World Science Day for Peace and Development	Students	Science Committee	10 November
17	National Education Day	Students	College/IQAC	11 November
18	International Day For the Elimination of Violence Against Women	Students	College Women Cell	25 November

19	Constitutional Day-India	Students	Dept. Of Political Science	26 November
20	Raising Day of National Cadet Corps	Students	NCC	28 November
21	World AIDS Day	Students	Red Ribbon Club	1 December
22	National Pollution Control	Students	Dept. Of EVS	2 December
23	Armed Forces Flag Day-India	Students	NCC	7 December
24	Plastic Free Day	Students	Dept. Of EVS	8 December
25	Human Rights Day	Students	Dept. Of Political Science/NSS	10 December
26	World Energy Conservation Day	Students	Science Club	14 December
27	National Mathematics Day	Students	Dept. Of Mathematics	22 December

ANNEXURE- II

ACADEMIC CALENDER 2017-18

S.NO	Activity	Class	Executing Unit	Month
1.	Admission/classwork	PG English Sem I	P.G Dept. of English, University of Jammu & Admission Committee of the College	June-July 2017
		PG English Sem III	Admission Committee of the College	
2	Admission /classwork	PG Hindi Sem-I	P.G Dept. of Hindi, University of Jammu & Admission Committee of the College	June-July 2017
		PG Hindi Sem-III	Admission Committee of the College	
3	UG Admissions	B. Sc. Sem-I (medical & Non- Medical)	Admission Committee constituted by the College	June 2017
		BA Sem-I	Admission Committee constituted by the College	
		B.Com, BBA & BCA Sem-I	Admission Committee constituted by the College	
4	Admission	UG Sem-III	Admission Committees constituted by the College	July- August-2017
5	Admission	UG Sem-V	Admission Committees constituted by the College	July-August 2017
6	Commencement of classwork	UG Sem-I	Academic Committee	July 2017
7	Commencement of classwork	UG Sem-III	Academic Committee	July/August 2017
8	Commencement of classwork	UG Sem-V	Academic Committee	July/August 2017
9	Internal Assessment –I	PG English Sem I,III	P.G Dept. of English	September/October 2017
10	Internal Assessment –I	PG Hindi	P.G Dept. of Hindi	September/October

				2017
11	Internal Assessment –I	UG Sem- I, III & V	Examination Committee	October/November 2017
12	Internal Assessment –II	PG English Sem I,III	P.G Dept. of English	November 2017
13	Internal Assessment –II	PG Hindi	P.G Dept. of Hindi	November 2017
14	Subject Tours/field visits	UG Sem-I, III & V	Concerned Depts.	October/ November 2017
15	Semester End Exam	PG English Sem I,III	P.G Dept. of English	December 2017
16	Semester End Exam	PG Hindi	P.G Dept. of English	December 2017
17	Winter Break	26th Dec. to 5th Jan 2018
18	Classwork	PG English Sem II & IV	P.G Dept. of English	January 2018
19	Classwork	PG Hindi Sem II & IV	P.G Dept. of Hindi	January 2018
20	Internal Assessment Tests	UG Sem-II, IV & VI	Examination Committee	March/April 2018
21	Annual Exam	UG Sem-II, IV & VI	Examination Committee	April-May 2018
22	Summer vacations	All classes	1st June-July 15th 2018 (Subject to approval of the adm. Dept.)

ANNEXURE-III

BEST PRACTICES

- The Context:

Mission statement of the College includes evaluation of the existing mechanisms and their up gradation to make them relevant for excellence in education. Moreover, the Quality Policy of the IQAC also envisions mediation of technology in the teaching-learning. One of them was ICT enabling of the campus and ICT usage in the operations of the College through technology up-gradation.

- The College website has been extensively used as a platform for inter/ intra-college communications. This immensely facilitated the college for information input from Hr. Education Dept., University , other college & placement agencies.
- Enhancing ICT based learning: State-of-the-art conference hall is used for conducting all the activities using ICT resources. This eased the film shows for the students which earlier posed a challenge for the teachers.
- Three smart classrooms facilitated students and teachers immensely.
- College has two Computer Laboratories with 26 and 17 Computers respectively which are not only used by students studying Computer as subject but for training of other students also.
- ICT usage in routine office work: Library is automated through KOHA software for an easy access by the students.
- Campus surveillance system: In order to keep a vigil on the activities of students in the campus. 14 CCTVs have been installed for campus surveillance. The entire campus has been covered by this system.
- Bio-Metric Attendance for the staff introduced.

Evidence of Success:

- The working efficiency in the institution has improved .
- ICT enhancement improved the overall environment of the College.
- Conference Hall eased the conduct of Seminars, Workshops, Symposia and Conferences etc. in the College.
- Smart classes have added to the quality of teaching-learning.

- Communication with inner/outer agencies became better with the help of Website. This also serves a platform for information management.
- Gen-set immensely facilitated the routine work like practicals and office work which otherwise suffered.
- Campus surveillance system enhanced discipline of the campus.

ANNEXURE-IV

SWOT ANALYSIS

STRENGTHS

- A sprawling campus spread over 108 Kanals of land. Excellent multi-disciplinary institute of repute with regard to high achievement in Undergraduate & Post graduate Programs.
- High quality committed & dedicated faculty with an exceptional *esprit de corps*.
- Ever-growing teaching-learning infra-structure according to the modern demands based on IT.
- Well-equipped central library with more than 60 thousands books, online journals and a reading room.
- State of the Art Conference Hall, Multi Purpose Hall, Gymnasium, Botanical garden, Hostels and Staff residence.
- All the departments, offices and library are connected through intercom and internet facility.
- De-Centralized governance to facilitate quick disposal of jobs.
- Smart Classroom with all the required amenities.
- Insurance, Scholarship and financial aid for students.
- High academic achievement of the College in University results.
- Computer literacy programme for students and staff in collaboration with DST.
- Professional Counselling and remedial classes for weaker students.
- Institutionalizing of democratic ideals of governance, inclusion, gender parity & communal harmony.
- Innovative and extension activities for harmonious growth of the students.
- Contribution to the cause of education through distance mode education centers of Jammu University & IGNOU.
- Sufficient infra-structure for sports and extension activities.
- Encouraging alumni support to the institution.
- Excellent campus- discipline through campus surveillance system.

WEAKNESSES

- Lack of hostel facility for girls, independent & separate blocks for PG Courses , Examination halls & Administrative office.
- Inadequate student & staff parking.
- Non-digitalized Library .
- Lack of financial support & special faculty for PG courses.
- Lack of faculty research activities.
- Frequent faculty transfers & academic engagement of contractual staff in absence of permanent faculty.
- Less number of vocational courses.

- Shortage of permanent teaching and non-teaching staff.
- Lack of provision for waiving off the admission fee of the poor students.
- Low rate of campus placements.
- Lesser number of trained staff members in specific fields.

OPPORTUNITIES

- An institution with potential for excellence.
- Teachers and students’ exchange program with other national and international educational institutions.
- Sufficient land resource for future growth & expansion.
- Ample opportunities to enhance GER by attracting the enrolment of students, especially girls from all the sections of society & socially, educationally & economically backward areas.
- Support to PG courses shall enhance the institutional performance.
- Quality enhancement in all the existing mechanisms of the college .
- Introduction of new Departments and streams including job –oriented courses.

THREATS

- Enrolment of girls from rural/backward areas may decrease in future for the want of Girls’ Hostel.
- Limited number of permanent faculty & frequent transfers may challenge the sustenance of healthy practices.
- Open entry at the admission level to all the students irrespective of merit poses challenge for Quality products; the infrastructure may become disproportionate to the number of students.
- Lack of enrolment control system to ensure quality product.
- Continuous need to revise & update the existing content of the courses offered.

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ANNEXURE-V

Infra-Structure Development

- **Up-gradation of Parking Lot.**
- **Fencing of the College Land across the Road.**
- **Completion of Shooting Range (UGC Plan).**
- **Construction of additional space on Chemistry block.**
- **Black-topping of Internal Road Connectivity.**
- **Up-gradation of Botany laboratory.**

Alumni Activities

- **Alumni Association Executive Council meet.**
- **Annual Alumni meet.**
- **Guest Lectures for staff/students by Alumni.**

Campus IT Enhancement

- **Smart Classroom for BBA.**
- **Completion of Library digitisation.**
- **Office automation.**
- **IT Zone for General Students.**
- **Computer Literacy Program**

Others

- **Further strengthening of Women Cell.**
- **More organized academic audits through Academic Committee**
- **Feedback of Library Users.**
- **Seminar on Quality Assurance/Environment.**
- **Teachers' Development Workshop**
- **Training Workshop for Non-teaching/Library staff.**
- **Languages/science promotion programs.**
- **Making Consultancy Services more organised.**