



Annual Quality Assurance Report

**SESSION 2016-17**

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 2016 to July 2017)

## 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

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 <sup>st</sup> Cycle	B	74.10	Feb, 2006	Feb, 2011
2	2 <sup>nd</sup> Cycle	B	2.73	January, 2016	January, 2021
3	3 <sup>rd</sup> Cycle	NA	NA	NA	NA
4	4 <sup>th</sup> Cycle	NA	NA	NA	NA

1.6 Date of Establishment of IQAC :

25/05/2006

1.7 AQAR for the year

2016-17

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

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

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

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and  
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:

No.

Faculty

5

Non-Teaching Staff

Students

Alumni

Others

2.12 Has IQAC received any funding from UGC during the year?

Yes

No

If yes, mention the amount

## 2.13 Seminars and Conferences (only quality related)

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

Total Nos.	23	International	0	National	0	State	0	Institution Level	23
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(ii) Themes

Dr. B.R Ambedkar: The Architect of Indian Constitution

Swach Bharat Abhiyan" & "Beti Padao, Beti Bachao

International Youth Day

Ozone Layer Protection and Our Concern.

Beti Bachao Beti Padao, HIV/ AIDS

Wildlife: Threats, Conservation Strategies and human welfare.

Lecture on "Silkworm diseases"

The importance of constitution, its inception and adoption

Celebrations of Human Rights Day.

Lecture on VISAKA.

Workshop cum Hands on training on Mushroom Cultivation.

NSS Winter Camp

Celebrations of National Youth Day

Seminar on Career Counselling on Job Oriented Courses.

Exposure visit of Science Students to School of Biotechnology, University of Jammu.

Seminar on Career in Business analytics

Seminar on Plant Biotechnology in Human Welfare

Celebration of National Girl Child Day and National Voter Day

Workshop for the employees of Postal Services India. In order to groom them intellectually and morally

Lecture on UN 17 Sustainable development Goals

Symposium on Climate Change

Maulsari Plantation and Spring Blooms tree talk session

Entrepreneurship Awareness Programme.

## 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'
- Organization of 3<sup>rd</sup> Edition of State Level Governor's Silver Rolling Volleyball Championship.

## 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

## 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				
<b>Total</b>	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 UG Classes.

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
	44	34	07	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
34	27	07	Nil	NA	NA	03	Nil	44	28



2.4 No. of Guest and Visiting faculty and Temporary faculty G=2 V=0 T= 2016-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
<b>Attended</b>	05	04	-
<b>Presented</b>	01	01	-
<b>Resource Persons</b>	-	-	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 22

2.10 Average percentage of attendance of students 85%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	168	Nil	9	39	8	80.35

B.Sc.	251	3	53	29	Nil	71.71
B.Com	91	Nil	8	60	10	86.81
BBA	13	Nil	36	14	Nil	92.03
BCA	06	Nil	45	64	Nil	66.66

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>
<b>Refresher courses</b>	07
<b>UGC – Faculty Improvement Programme</b>	02
<b>HRD programmes</b>	-
<b>Orientation programmes</b>	Nil
<b>Faculty exchange programme</b>	-
<b>Staff training conducted by the university</b>	-
<b>Staff training conducted by other institutions</b>	-
<b>Summer / Winter schools, Workshops, etc.</b>	07
<b>Others / Conferences</b>	07

2.14 Details of Administrative and Technical staff

<b>Category</b>	<b>Number of Permanent Employees</b>	<b>Number of Vacant Positions</b>	<b>Number of permanent positions filled during the Year</b>	<b>Number of positions filled temporarily</b>
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)	-	-	-	-
<b>Total</b>	-	-	-	-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the  
Institution

Level	International	National	State	University	College
<b>Number</b>	-	-	-	-	-
<b>Sponsoring agencies</b>	-	-	-	-	-

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
<b>National</b>	Applied -
	Granted -
<b>International</b>	Applied -
	Granted -
<b>Commercialised</b>	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
-	-	-	-	-	-	-

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	90.18 Kanals	Nil	NA	90.18 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
<b>Existing</b>	76	51	-	03	-	03	13	06
<b>Added</b>	-	-	-	-	-	-	-	-
<b>Total</b>	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 :

i) ICT

5,05,175/-

ii) Campus Infrastructure and facilities

24,20,042/-

iii) Equipments

290000/-

iv) Others

40143899/-

**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

5.2 Efforts made by the institution for tracking the progression

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
1938	56	-	-

(b) No. of students outside the state

15

(c) No. of international students

0

Men	No	%	Women	No	%
	-	-		-	-

Last Year(2013-14)						This Year(2014-15)					
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	04	SET/SLET	01	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
18	1156	531*	-

\* 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  National level  International level

### No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	34	Rs. 1,27000
Financial support from government	286	Rs. 20,000,15
Financial support from other sources	04	Rs. 6000/- (NGO)
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 2014-15 Academic Calender was strictly followed to ensure timely execution of assignments. Our results for 2014-15 remained very encouraging at 80.44% with three University Positions to our credit in B.Sc ( 8<sup>th</sup> positions) and B.Com ( 5<sup>th</sup> position) PG Hindi (University Topper).

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 1994 students which included 388 girls, 245 SC, 78 ST, 288 OBC students.

### 6.4 Welfare schemes for

<b>Teaching</b>	<b>10</b>
<b>Non teaching</b>	<b>09</b>
<b>Students</b>	<b>04 ( Scholarship, Financial Aid, Admission Fee &amp; Insurance)</b>

### 6.5 Total corpus fund generated

Rs. 138.9 Lacs

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	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
For PG Programmes	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

### 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 picturesque hillock and bears a lush green look. Due care was taken by the NSS, NCC & Nature Club "Nav-Chetna" of the College to generate awareness among the students to keep the campus clean. Saplings planted in the last session were nurtured well to bring to raise them up to risk-free stage.

## 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.

- More than 20000 books automated in the library.
- ICT Enabled Reading Room facility provided to students.
- Devika Newsletter Vil-VII Issue-I published in December, 2014.

**7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year . Attached as ANNEXURE-I**

**7.3 Give two Best Practices of the institution .**

Attached as ANNEXURE-II

**7.4 Contribution to environmental awareness / protection**

- The College conducts many Environmental Awareness activities under the aegis of WWF Nature Club “Nav-chetna”.
- A proposal for project “ *Bio-diversity Conservation*” under National Environmental Awareness Campaign of WWF-Nature India was sanctioned to the College was completed in 2014-15.

**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*

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

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

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**ANNEXURE-I**

**CALENDAR OF CURRICULAR/EXTRA-CURRICULAR ACTIVITIES**

**2016-17**

S. No.	Activity	Target Group	Organizing Unit	Date/Month
1	Awareness Lecture held at GDC Udhampur	Preferably Final Year/ outgoing students	IQAC/College Committee	---
2	8 Week/ 6 week Food Craft Courses under Hunar Se Rozgar	Preferably Final Year/ outgoing students	IQAC/College Committee	-----
3	Ambedkar Jayanti Celebrations	Preferably Final Year/ outgoing students	IQAC/College Committee	11-04-2016
4	Symposium, Singing Competition & Poster Making Competition	Preferably Final Year/ outgoing students	IQAC/College Committee	16-04-2016
5	2 <sup>nd</sup> International Yoga Day Celebrated	Preferably Final Year/ outgoing students	IQAC/College Committee	21-06-2016
6	International Youth Day celebrated	Preferably Final Year/ outgoing students	IQAC/College Committee	12-08-2016
7	Quiz Competition on the theme "Ozone Layer Protection and Our Concern".	Preferably Final Year/ outgoing students	IQAC/College Committee	16-09-2016
8	One Week NSS Workshop	Preferably Final Year/ outgoing students	IQAC/College Committee	05-10-2016
9	Lecture on Wild Life: Threats conservation strategies and Human Welfare	Preferably Final Year/ outgoing students	IQAC/College Committee	08-10-2016
10	Guest Lecture on "Silkworm Diseases".	Preferably Final Year/ outgoing students	IQAC/College Committee	28-10-2016
11	Constitution Day Celebrated	Preferably Final Year/ outgoing students	IQAC/College Committee	26-11-2016
12	World Aids Day	Preferably Final Year/ outgoing students	IQAC/College Committee	01-12-2016
13	Celebrated the International Human Rights Day	Preferably Final Year/ outgoing students	IQAC/College Committee	10-12-2016
14	Awareness Lecture on	Preferably Final Year/ outgoing	IQAC/College	10-12-2016

	<b>“VISAKA”</b>	<b>students</b>	<b>Committee</b>	
<b>15</b>	<b>Mushroom Cultivation Project cum Produce Sale inaugurated</b>	<b>Preferably Final Year/ outgoing students</b>	<b>IQAC/College Committee</b>	<b>22-12-2016</b>
<b>16</b>	<b>NSS Winter Camp concluded</b>	<b>Preferably Final Year/ outgoing students</b>	<b>IQAC/College Committee</b>	<b>02-01-2017</b>
<b>17</b>	<b>National Youth Day Celebration</b>	<b>Preferably Final Year/ outgoing students</b>	<b>IQAC/College Committee</b>	<b>12-01-2017</b>
<b>18</b>	<b>Lohri Festival Celebrations</b>	<b>Preferably Final Year/ outgoing students</b>	<b>IQAC/College Committee</b>	<b>12-01-2018</b>
<b>19</b>	<b>Seminar of Career Counseling on Job Oriented Courses</b>	<b>Preferably Final Year/ outgoing students</b>	<b>IQAC/College Committee</b>	<b>17-01-2017</b>
<b>20</b>	<b>Students Visit to the School of Biotechnology, University of Jammu</b>	<b>Preferably Final Year/ outgoing students</b>	<b>IQAC/College Committee</b>	<b>21-01-2017</b>
<b>21</b>	<b>Seminar on “Career in Business analytics</b>	<b>Preferably Final Year/ outgoing students</b>	<b>IQAC/College Committee</b>	<b>21-01-2017</b>
<b>22</b>	<b>Seminar on the theme “Plant Biotechnology in Human Welfare”</b>	<b>Preferably Final Year/ outgoing students</b>	<b>IQAC/College Committee</b>	<b>21-01-2017</b>
<b>23</b>	<b>National Girl Child Day &amp; National Voter’s Day</b>	<b>Preferably Final Year/ outgoing students</b>	<b>IQAC/College Committee</b>	<b>24-01-2017</b>
<b>24</b>	<b>3<sup>rd</sup> Edition of V olleyball Silver Rolling Trophy Championship</b>	<b>Preferably Final Year/ outgoing students</b>	<b>IQAC/College Committee</b>	<b>12-02-2017</b>
<b>25</b>	<b>Lecture on UN 17 Sustainable Goals</b>	<b>Preferably Final Year/ outgoing students</b>	<b>IQAC/College Committee</b>	<b>28-02-2017</b>
<b>26</b>	<b>Student Visit Science Express-Climate Action Special Train</b>	<b>Preferably Final Year/ outgoing students</b>	<b>IQAC/College Committee</b>	<b>04-03-2017</b>
<b>27</b>	<b>Symposium on Climate Change</b>	<b>Preferably Final Year/ outgoing students</b>	<b>IQAC/College Committee</b>	<b>-----</b>
<b>28</b>	<b>Maulsari Plantation and Spring Blooms Tree Talk Session</b>	<b>Preferably Final Year/ outgoing students</b>	<b>IQAC/College Committee</b>	<b>17-03-2017</b>
<b>27</b>	<b>Entrepreneurship Awareness Programme</b>	<b>Preferably Final Year/ outgoing students</b>	<b>IQAC/College Committee</b>	<b>29-03-2017</b>



**ANNEXURE- II**  
**ACADEMIC CALENDER 2016-17**

<b>S.NO</b>	<b>Activity</b>	<b>Class</b>	<b>Executing Unit</b>	<b>Month</b>
<b>1.</b>	<b>Admission/classwork</b>	<b>PG English Sem I</b>	<b>P.G Dept. of English, University of Jammu &amp; Admission Committee of the College</b>	<b>June-July 2016</b>
		<b>PG English Sem III</b>	<b>Admission Committee of the College</b>	
<b>2</b>	<b>Admission /classwork</b>	<b>PG Hindi Sem-I</b>	<b>P.G Dept. of Hindi, University of Jammu &amp; Admission Committee of the College</b>	<b>June-July 2016</b>
		<b>PG Hindi Sem-III</b>	<b>Admission Committee of the College</b>	
<b>3</b>	<b>UG Admissions</b>	<b>B. Sc. Sem-I (medical &amp; Non- Medical)</b>	<b>Admission Committee constituted by the College</b>	<b>June 2016</b>
		<b>BA Sem-I</b>	<b>Admission Committee constituted by the College</b>	
		<b>B.Com, BBA &amp; BCA Sem-I</b>	<b>Admission Committee constituted by the College</b>	
<b>4</b>	<b>Admission</b>	<b>UG Sem-III</b>	<b>Admission Committees constituted by the College</b>	<b>July- August-2016</b>
<b>5</b>	<b>Admission</b>	<b>UG Sem-V</b>	<b>Admission Committees constituted by the College</b>	<b>July-August 2016</b>
<b>6</b>	<b>Commencement of classwork</b>	<b>UG Sem-I</b>	<b>Academic Committee</b>	<b>July 2016</b>
<b>7</b>	<b>Commencement of classwork</b>	<b>UG Sem-III</b>	<b>Academic Committee</b>	<b>July/August 2016</b>
<b>8</b>	<b>Commencement of classwork</b>	<b>UG Sem-V</b>	<b>Academic Committee</b>	<b>July/August 2016</b>
<b>9</b>	<b>Internal Assessment –I</b>	<b>PG English Sem I,III</b>	<b>P.G Dept. of English</b>	<b>September/October 2016</b>
<b>10</b>	<b>Internal Assessment –I</b>	<b>PG Hindi</b>	<b>P.G Dept. of Hindi</b>	<b>September/October</b>

				<b>2016</b>
<b>11</b>	<b>Internal Assessment –I</b>	<b>UG Sem- I, III &amp; V</b>	<b>Examination Committee</b>	<b>October/November 2016</b>
<b>12</b>	<b>Internal Assessment –II</b>	<b>PG English Sem I,III</b>	<b>P.G Dept. of English</b>	<b>November 2016</b>
<b>13</b>	<b>Internal Assessment –II</b>	<b>PG Hindi</b>	<b>P.G Dept. of Hindi</b>	<b>November 2016</b>
<b>14</b>	<b>Subject Tours/field visits</b>	<b>UG Sem-I, III &amp; V</b>	<b>Concerned Depts.</b>	<b>October/November 2016</b>
<b>15</b>	<b>Semester End Exam</b>	<b>PG English Sem I,III</b>	<b>P.G Dept. of English</b>	<b>December 2014</b>
<b>16</b>	<b>Semester End Exam</b>	<b>PG Hindi</b>	<b>P.G Dept. of English</b>	<b>December 2014</b>
<b>17</b>	<b>Winter Break</b>	<b>.....</b>	<b>.....</b>	<b>26<sup>th</sup> Dec. to 5<sup>th</sup> Jan 2017</b>
<b>18</b>	<b>Classwork</b>	<b>PG English Sem II &amp; IV</b>	<b>P.G Dept. of English</b>	<b>January 2017</b>
<b>19</b>	<b>Classwork</b>	<b>PG Hindi Sem II &amp; IV</b>	<b>P.G Dept. of Hindi</b>	<b>January 2017</b>
<b>20</b>	<b>Internal Assessment Tests</b>	<b>UG Sem-II, IV &amp; VI</b>	<b>Examination Committee</b>	<b>March/April 2017</b>
<b>21</b>	<b>Annual Exam</b>	<b>UG Sem-II, IV &amp; VI</b>	<b>Examination Committee</b>	<b>April-May 2017</b>
<b>22</b>	<b>Summer vacations</b>	<b>All classes</b>	<b>.....</b>	<b>1<sup>st</sup> June-July 15<sup>th</sup> 2017 ( Subject to approval of the adm. Dept.)</b>

## **ANNEXURE-III**

### **BEST PRACTICES**

1. Title of the Practice: **Computer Literacy & Technology-advancement in the College.**

2. Goal:

- ✓ Technology upgradation .
- ✓ Enhanced access to ICT based resources in teaching-learning & routine operations of the College.
- ✓ Provide computer literacy to the deserving & under-privileged students to enable them to use ICT in learning processes.

3. 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. During the Golden Jubilee year 2010-11, many such new practices were initiated as had not been in practice during the last 50 years. One of them was ICT enabling of the campus and ICT usage in the operations of the College through technology up gradation. As envisaged in the

4. The Practice:

- College Website developed: The College website has been extensively used as a platform for inter/ intra-college communication . This immensely facilitated the college for information input from Hr. Education Dept. , University , other college & placement agencies.
- Inter-com connectivity to all the units of the College : This facilitated the inter-departmental/office communication hence saving the time for its better utilization.
- Enhancing ICT based learning: State-of-the-art conference hall was established for conducting all the activities using ICT resources. This eased the film shows for the students which earlier posed a challenge for the teachers. A Smart class has been set up which has facilitated teachers immensely. Projectors are available to be used elsewhere , in case of requirement.
- Providing computers & broadband connections to all the teaching Depts: Almost all the teaching Departments have been given computers, printers & internet connections to support their teaching –learning.
- Computer Literacy Programme: Providing computer literacy to the outgoing students was introduced in 2009-10 and an effort was made for the sustenance of this practice by collaborating with Dept. of Science & Technology for financial assistance. Priority is

given to the students below poverty line, SC/ST students, students resident of backward area. Students of UG/PG classes and staff members are benefitted.

- Computer Laboratories upgraded/added: The existing computer laboratory of the College was upgraded in 2010-11 and equipped with Air-conditioner. 64 new computer systems were purchased during the last four years to enhance the ICT level of the College. A new computer laboratory has also been added which is also equipped with the Language Software for Language students. Recently, an ICT zone of the College has also been annexed to the college library for internet access to the general students.
- Centralised Genset installed: A centralized Generator has been installed in the campus of 50 KVA to cope with the electricity failure/cuts during the college hours .
- ICT usage in routine office work: Library is being automated through SOUL software for an easy access by the students. A Pay-roll system has also been installed ( courtesy: ERP mission Project) which will also be functional shortly. Entire office work is done through computers; Registration Returns of UG classes s done through software whereas that of PG is done online.
- Campus surveillance system: In order to keep a vigil on the activities of students in the campus. 12 CCTVs have been installed for campus surveillance. The entire campus has been covered by this system.

#### 5. 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 film shows & PPT based sessions.
- Smart class has added to the quality of teaching-learning.
- Office automation, when completed will decrease hassles of paper work. Library automation will make the library access easier for students and staff.

- Communication with inner/outer agencies became better with the help of Website. This also serves a platform for information management.
- Genset immensely facilitated the routine work like practicals and office work which otherwise suffered.
- Campus surveillance system enhanced discipline of the campus.
- Computer literacy has become a sustained practice to benefit the students with add-on certificate issued by NIELIT ( DOEACC).

6. Problems Encountered and Resources Required: The resources required could be managed from UGC, State Govt.& the local fund. Various schemes were availed of for this purpose.

7. Notes (Optional):

Being a Govt. College the entire staff is of transferable nature. Initiating of best practices & their sustenance is a challenge. But when these practices are institutionalized, the task becomes easier. The practice of Computer Literacy & technological upgradation of the campus certainly added to the quality of this decades' old College by helping it keep its pace with the world outside.

### **7.3.1.2: Second Best Practice:**

1. Title of the Practice: **Heritage Club.**

2. Goal/Vision *Heritage club of this college envisions to spread awareness of culture and heritage among the youth by motivating and involving them in the activities of the Club organized to generate interest & compassion & to sensitize them towards various issues related to our fragile cultural heritage and their role in promotion of this cause.*

3. The Context: The modern generation has gone quite away from culture and values because of dominance of western culture which has made our youth feel ashamed of adhering to our cultural values and ways of thinking. Not only this, they have been looking down upon their culture and try to replace it with the western ways. There is an urgency to bring the youth back on track because a nation that breaks with its roots cannot survive the winds of change. Educational institutions have a bigger responsibility in this scenario where family as an institution is becoming weaker.

4. The Practice:

Established in 2010 as the Golden Jubilee innovative measure of the College, the Club has been organizing activities for awareness and promotion of tradition, culture & heritage. Every year

the club is reconstituted with fresh registration of heritage volunteers committed for the cause. The activities undertaken include viz. workshops, heritage walks, seminars, exhibitions, AV sessions etc.

5. Problems Encountered and Resources Required:

No problem was faced. University of Jammu, alumni, Archeological Survey of India , Indian National Trust for Art and Cultural Heritage (INTACH) & Dogra Art Museum extended whole-hearted support in addition to the College administration. The resources required could be managed from the UGC, State Govt. & the Local fund. Various schemes were availed of for this purpose.

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## ANNEXURE-IV

### SWOT ANALYSIS

#### STRENGTHS

- A sprawling campus spread over 90.18 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.

*Quality is never an accident; it is always the result of high intention, sincere effort, intelligent direction and skillful execution; it represents the wise choice of many alternatives.*

William A. Foster

